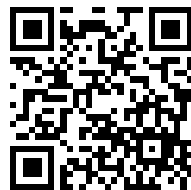

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FOR

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HORSE GUARDS, WAR OFFICE,
1ST JULY, 1881.



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GENERAL ORDER.

HER MAJESTY has been pleased to give Her Royal approbation to the following revision of "The Queen's Regulations and Orders for the Army," and to Command that it be circulated and strictly observed on all occasions.

General Officers Commanding Districts and Stations and Commanding Officers will be held responsible that the instructions which may be issued by them from time to time for the general maintenance of discipline, and for the regulation of the details of interior economy of Corps, are in strict accordance with these revised regulations and orders.

All previous orders on the subjects to which reference is herein made are hereby cancelled.

By Command of .

HIS ROYAL HIGHNESS

THE DUKE OF CAMBRIDGE, K.G.,

&c. &c. &c.

Field-Marshal Commanding-in-Chief.



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THE QUEEN'S REGULATIONS AND ORDERS FOR THE ARMY. 1881.

SECTION I.—PRECEDENCE AND DISTINCTIONS OF CORPS.

- I.—Precedence of Corps.
II.—Titles, Badges, and Distinctions.

I.—PRECEDENCE OF CORPS.

1. The following is the order of precedence of the several regiments and corps of Her Majesty's Service, viz.:—

<ol style="list-style-type: none"> 1st. The Regiments of Life Guards, and the Royal Regiment of Horse Guards. 2nd. The Royal Horse Artillery; but on parade, with their guns, this corps will take the right, and march at the head of the Household Cavalry. 3rd. The regiments of Cavalry of the Line, according to their number and order of precedence. 4th. The Royal regiment of Artillery. 5th. The corps of Royal Engineers. 6th. The regiments of Foot Guards. 7th. The Territorial Regiments in the order they follow in Para. 16, excepting that The Prince Consort's Own (Rifle Brigade) ranks next to The Princess Louise's (Sutherland and Argyll Highlanders). 8th. The Departmental Corps. 	<p>Order of precedence of regular army. Household Cavalry.</p> <p>Horse Artillery.</p> <p>Cavalry of the line.</p> <p>Foot Artillery.</p> <p>Engineers.</p> <p>Foot Guards.</p> <p>Infantry of the line.</p> <p>Departmental Corps.</p> <p>Royal Marines.</p>
--	---
- The Royal Marines, when acting with the troops of the line, take rank next to the Princess Charlotte of Wales's (Berkshire Regiment).
2. The Militia battalions take precedence among themselves according to the order of precedence of the territorial regiment to which they belong. Artillery Militia have always precedence over Infantry Militia.
3. On parade, for purposes of manœuvring, corps are to be distributed and drawn up in the mode which the General or other officer commanding may judge most convenient, and best adapted to the purposes of the service. Rifle battalions should be formed up on a flank—usually the left—of the line of infantry.

(Q. R.)

A

Section I. Precedence and Distinctions of Corps.

II.—TITLES, BADGES, AND DISTINCTIONS.

4. REGIMENTS OF CAVALRY, with the Titles, Badges, Mottos, Devices, and Distinctions authorized to be borne on their Standards, Guidons, or Appointments; the Colours of their Uniforms and Facings, &c.

Numerical and Regimental Title.	Badges, Mottos, Devices, and Distinctions.	Colour of			
		Uniform.	Facings.	Busby Bag.	Plume.
Household Brigade.					
I. Life Guards . . .	The Royal Arms. Peninsula—Waterloo.	Scarlet	Blue . . .		White.
II. Life Guards . . .	The Royal Arms. Peninsula—Waterloo.	Scarlet	Blue . . .		White.
Royal Horse Guards* <i>The Blues.</i>	The Royal Arms. Peninsula—Waterloo.	Blue .	Scarlet .		Red.
Dragon Guards.					
I. The King's Dragoon Guards.	The Royal Cypher within the Garter. Waterloo — Sevastopol—Taku Forts — Pekin.—South Africa	Scarlet	Blue . . .		Red.
II. Dragoon Guards (Queen's Bays).	The Royal Cypher within the Garter. Lucknow.	Scarlet	Buff . . .		Black.
III. The Prince of Wales's Dragoon Guards.	The Plume of the Prince of Wales. The Rising Sun in second corner, and the Red Dragon in the third corner. Talavera — Albuhera — Vittoria — Penin- sula—Abyssinia.	Scarlet	Yellow . . .		Black and Red.
IV. The Royal Irish Dragoon Guards.	The Harp and Crown; and the Star of the Order of St. Patrick. Peninsula—Balaklava—Sevastopol.	Scarlet	Blue . . .		White.
V. The Princess Char- lotte of Wales's Dra- gon Guards.	<i>Vestigia nulla retrorsum.</i> Salamanca—Vittoria—Toulouse—Penin- sula—Balaklava—Sevastopol.	Scarlet	Dark Green . . .		Red and White.
VI. Dragoon Guards (The Carabineers).	Sevastopol—Delhi—Afghanistan, 1879-80.	Blue .	White . . .		White.
VII. The Princess Royal's Dragoon Guards.	Scarlet	Black . . .		Black and White.

* The Regiment of Royal Horse Guards has a standard, presented to it by His late Majesty King William IV., on the 13th of August, 1852, which bears the words *Dettingen, Minden, Warbourg, Cateau*, as well as *Peninsula and Waterloo*.

Precedence and Distinctions of Corps.

Section I.

CAVALRY.

Numerical and Regimental Title.	Badges, Mottos, Devices, and Distinctions.	Colour of			
		Uniform.	Facings.	Busby Bag.	Plume.
Dragoons, Hussars, and Lancers.					
I. The Royal Dragoons.	The Crest of England within the Garter. <i>Spectemur agendo.</i> An Eagle. Peninsula—Waterloo—Balaklava—Sevastopol.	Scarlet	Blue		Black.
II. Dragoons. Royal Scots Greys.	The Thistle within the Circle and motto of the Order of the Thistle. <i>Second to none.</i> An Eagle. Waterloo—Balaklava—Sevastopol.	Scarlet	Blue		White.
III. The King's Own Hussars.	The White Horse within the Garter. <i>Nec aspera terrent.</i> Salamanca—Vittoria—Toulouse—Peninsula—Cabool, 1842—Moodkee—Ferozeshah—Sobraon—Punjab—Chillianwallah—Goojerat.	Blue .	Scarlet . (Collars only).	Garter Blue	White.
IV. The Queen's Own Hussars.	Talavera—Albuhera—Salamanca—Vittoria—Toulouse—Peninsula—Afghanistan—Ghuznee—Alma—Balaklava—Inkerman—Sevastopol.	Blue .	Blue .	Yellow	Scarlet.
V. The Royal Irish Lancers.	The Harp and Crown. <i>Quis separabit?</i>	Blue .	Scarlet	Green.
VI. The Inniskilling Dragoons.	The Castle of Inniskilling, with the word "Inniskilling" underneath. Waterloo—Balaklava—Sevastopol.	Scarlet	Yellow	White.
VII. The Queen's Own Hussars.	The Royal Cypher within the Garter. Peninsula—Waterloo—Lucknow.	Blue .	Blue .	Scarlet	White.
VIII. The King's Royal Irish Hussars.	The Harp and Crown. <i>Prius cirtutis Memores.</i> Leswarree—Hindoostan—Alma—Balaklava—Inkerman—Sevastopol—Central India—Afghanistan, 1879-80.	Blue .	Blue .	Scarlet	Red and White.
IX. The Queen's Royal Lancers.	The Royal Cypher within the Garter. Peninsula—Punjab—Sobraon—Punjab—Chillianwallah—Goojerat—Delhi—Lucknow—Charasiah—Kabul, 1879—Kandahar, 1880—Afghanistan, 1878-80.	Blue .	Scarlet	Black and White.
X. The Prince of Wales's Royal Hussars.	The Plume of the Prince of Wales; The Rising Sun; and the Red Dragon. Peninsula—Waterloo—Sevastopol—Ali Masjid—Afghanistan, 1878-9.	Blue .	Blue .	Scarlet	Black and White.
XI. The Prince Albert's Own Hussars.	The Crest and Motto of the late Prince Consort. Egypt (with the Sphinx)—Salamanca—Peninsula—Waterloo—Bhurtpore—Alma—Balaklava—Inkerman—Sevastopol.	Blue . (Crimson overalls).	Blue .	Crimson	Crimson and White.

Section I. Precedence and Distinctions of Corps.

CAVALRY.

Numerical and Regimental Title.	Badges, Mottos, Devices, and Distinctions.	Colour of			
		Uni- form.	Facings.	Busby Bag.	Plume
XII. The Prince of Wales's Royal Lan- cers.	The Plume of the Prince of Wales; The Rising Sun, and the Red Dragon. Egypt (with the Sphinx)—Peninsula— Waterloo—Sevastopol—Central India.	Blue .	Scarlet .	. .	Scarlet.
XIII. Hussars . . .	<i>Viret in aeternum.</i> Peninsula—Waterloo—Alma—Balaklava —Inkerman—Sevastopol.	Blue .	Buff (Collar only)	Buff .	White.
XIV. The King's Hus- sars	The Royal Crest within the Garter. The Prussian Eagle. Douro—Talavera—Fuentes d'Onor— Salamanca—Vittoria—Orthes—Penin- sula—Punjaub—Chillianwallah—Gooje- rat—Persia—Central India.	Blue .	Blue .	Yellow	White.
XV. The King's Hus- sars.	The Crest of England within the Garter. <i>Merebimur.</i> Emsdorff—Villiers en Couche—Egmont- op-Zee—Sabagun—Vittoria—Peninsula —Waterloo—Afghanistan, 1878–80.	Blue .	Blue .	Scarlet	Scarlet.
XVI. The Queen's Lan- cers.	The Royal Cypher within the Garter. <i>Aut cursu, aut cominus armis.</i> Talavera—Fuentes d'Onor—Salamanca— Vittoria—Nive—Peninsula—Waterloo— Bhurtpore—Afghanistan—Ghuznee— Muharajpore—Aliwal—Sobraon.	Scarlet	Blue .	. .	Scarlet and White.
XVII. Duke of Cam- bridge's Own Lancers.	Death's Head. <i>Or glory.</i> Alma—Balaklava—Inkerman—Sevas- topol—Central India—South Africa.	Blue .	White .	. .	White.
XVIII. Hussars . . .	Peninsula—Waterloo	Blue .	Blue .	Blue .	Scarlet and White.
XIX. Hussars . . .	The Elephant. Assaye—Niagara.	Blue .	Blue .	White	White.
XX. Hussars . . .	Peninsula	Blue .	Blue .	Crimson	Crimson.
XXI. Hussars	Blue .	Blue .	French Grey	White.

TITLES, BADGES, AND DISTINCTIONS—*continued.***Standards and Guidons of Cavalry.**

5. The standards of regiments of Dragoon Guards are to be of silk damask, embroidered and fringed with gold. The guidons of regiments of dragoons to be of silk. The tassels and cords to be of crimson silk and gold mixed. The lance of the standard or guidon, including the Royal Crest which surmounts the lance, to be eight feet six inches long.

Material of standards and guidons.

6. The flag of the standard is to be two feet six inches wide, without the fringe, and two feet three inches on the lance: the corners to be square. The flag of the guidon to be three feet five inches to the end of the slit of the swallow-tail, and two feet three inches on the lance. The upper and lower corners to be rounded off at twelve inches' distance from the end of the flag.

Flags of standards and guidons.

7. The standard or guidon of each regiment is to be of a crimson colour, and will bear (except otherwise authorized) the royal or other title in letters of gold on a red ground in a circle, and the rank of the regiment in gold Roman characters on a crimson ground, in the centre—the whole within a wreath of roses, thistles, and shamrocks on the same stalk, ensigned with the imperial crown. The white horse, on a green mount on a crimson ground, in the first and fourth compartments, within a scroll; and the rose, thistle, and shamrock conjoined, on a ground of the colour of the facings of the regiment, within a scroll, in the second and third corners.

Numbers and devices.

8. The particular badge of a regiment will be embroidered in the centre of the standard or guidon, which (except otherwise authorised) will bear the Royal or other title in letters of gold on a red ground in a circle, the whole within a wreath of roses, thistles, and shamrocks on the same stalk; ensigned with the imperial crown. The white horse, on a green mount on a crimson ground, within a scroll, in the first and fourth corners; and the rank of the regiment, on a ground of the same colour as the facings of the regiment, within a wreath of roses, thistles, and shamrocks, in the second and third corners.

Badges.

9. The standard or guidon is also to bear the devices, distinctions, and mottoes which have been conferred by Royal authority. The motto is to be under the wreath in the centre.

Mottoes.

10. The standards and guidons of cavalry are to be carried by troop-serjeant-majors. Standards are uncovered only in "review order" and during parade movements.

Standards, how carried.

11. Standards were commanded by the King, William IV., in 1834, to be discontinued in the regiments of Hussars and Lancers, whose badges and devices are therefore borne on their appointments.

Hussars and Lancers.

Section I.**Precedence and Distinctions of Corps.****12. ROYAL ARTILLERY AND ROYAL ENGINEERS.**

Numerical and Regimental Title.	Badges, Mottos, Devices, and Distinctions.	Colour of			
		Uniform.	Facings.	Busby Bag.	Plume.
The Royal Regiment of Artillery.	(On appointments.) The Royal Arms and supporters, with a Gun. <i>Ubique</i> (above) <i>Quo fas et gloria ducunt</i> (below the gun).	Blue .	Scarlet	Scarlet	White.
The Corps of Royal Engineers.	The Royal Arms and supporters. <i>Ubique</i> . <i>Quo fas et gloria ducunt</i> .	Scarlet	Blue .	Garret Blue.	White.

REGIMENTS OF INFANTRY, with their Titles, Badges, Mottos, Devices, or Distinctions as authorised to be borne on their Second or Regimental Colour; with the Colour of their Uniforms and Facings.

13. Foot Guards.

Numerical and Regimental Titles.	County Title.	Badges, Mottos, Devices, and Distinctions.	Colour of	
			Uniform.	Facings.
Grenadier Guards	(A Company badge.) A Grenade. Lincelles—Corunna—Barrosa—Peninsula—Waterloo—Alma—Inkerman—Sevastopol.	Scarlet	Blue.
Coldstream Guards	(A Company badge.) Lincelles—Egypt (with the Sphinx)—Tala-vera—Barrosa—Peninsula—Waterloo—Alma—Inkerman—Sevastopol.	Scarlet	Blue.
Scots Guards	(A Company badge.) Lincelles—Egypt (with the Sphinx)—Tala-vera—Barrosa—Peninsula—Waterloo—Alma—Inkerman—Sevastopol.	Scarlet	Blue.

Precedence and Distinctions of Corps.

Section I.**TITLES, BADGES, AND DISTINCTIONS—continued.**

14. The Royal or first colours of the regiments of Foot Guards are crimson. They severally bear the following distinctions, as well as those authorised as above for the second colours (company badges excepted), the whole surmounted by an Imperial crown, viz.:—

First or Royal
colours of Foot
Guards.

Grenadier Guards.—1st Battalion.—Imperial crown (only).

2nd Battalion.—The Royal cypher, reversed and interlaced, with the Union flag in the dexter canton.

3rd Battalion.—The same as 2nd Battalion, with a pile wavy issuant from the dexter canton.

The regiment of Grenadier Guards has a crimson standard, presented in 1832 to the King's or Queen's Company by His late Majesty King William IV.; the Royal Cypher, crowned, emblazoned on the centre, with the badge of England in the first and fourth corners, that of Scotland in the second, and that of Ireland in the third corner, each surmounted by the Imperial Crown.

Coldstream Guards.—1st Battalion.—The Star of the Order of the Garter.

2nd Battalion.—A star of eight points within the Garter, with the Union flag in the dexter canton.

Scots Guards.—1st Battalion.—The Royal Arms of Scotland, with motto, "*En! Ferus Hostis.*"

2nd Battalion.—The Union Badge, viz., the Rose, Thistle, and Shamrock, with motto "*Unita Fortior.*"

15. The regimental or second colour of each battalion of the three regiments of Foot Guards is the Great Union, and bears one of the ancient badges conferred by Royal Authority on each of the companies composing the respective battalions; the badges being borne in turn as the colours are renewed.

Second or regi-
mental colour.

Section I. Precedence and Distinctions of Corps.

16. INFANTRY OF THE LINE.

TITLES, BADGES, AND DISTINCTIONS—continued.

Territorial Regiments.	Titles.	Badges, Mottos, Devices.	Battles.	Uniform.		
				Colour.	Facings.	Pattern of Lacc.
	The Royal Scots (Lothian Regiment)	The Royal Cypher within the Collar of the Order of the Thistle with the Badge appendent. In the second, third, and fourth corners the Thistle within the Circle and motto of the Order, ensigned with the Imperial Crown. The Sphinx, superscribed "Egypt"	St. Lucia — Egmont-op-Zee — Corunna — Busaco — Salamanca — Vittoria — St. Sebastian — Nive — Peninsula — Niagara — Waterloo — Nagpore — Mahaidpore — Ava — Alma — Inkerman — Sevastopol — Taku Forts — Peking	Scarlet	Blue ...	Thistle
	The Queen's (Royal West Surrey Regiment)	The Royal Cypher within the Garter. In the second, third, and fourth corners the Paschal Lamb, with motto <i>Pristina virtutis memor.</i> <i>Vel cruciæ triumphant.</i> The Sphinx, superscribed "Egypt."	Vimiera — Corunna — Salamanca — Vittoria — Pyrenæes — Nivelle — Toulouse — Peninsula — Afghanistan — Ghuznee — Khelat — Taku Forts — Peking	Scarlet	Blue ...	Rose
	The Buffs (East Kent Regiment)	The Dragon. In the second, third, and fourth corners the united Red and White Rose ensigned with the Crown	Douro — Talavera — Albuhera — Pyrenæes — Nivelle — Nive — Peninsula — Punniar — Sevastopol — Taku Forts — South Africa	Scarlet	White	Rose
	The King's Own (Royal Lancaster Regiment)	The Royal Cypher within the Garter. In the second, third, and fourth corners the Lion of England	Corunna — Badajoz — Salamanca — Vittoria — St. Sebastian — Nive — Peninsula — Bladensburg — Waterloo — Alma — Inkerman — Sevastopol — Abyssinia — South Africa	Scarlet	Blue ...	Rose
	The Northumberland Fusiliers	St. George and the Dragon. In the second, third, and fourth corners the united Red and White Rose, slipped ensigned with the Imperial Crown. <i>Quo fata vocant.</i>	Wilhelmsthal — Roleia — Vimiera — Corunna — Busaco — Ciudad Rodrigo — Badajoz — Salamanca — Vittoria — Nivelle — Orthes — Toulouse — Peninsula — Lucknow — Afghanistan, 1878-80	Scarlet	White	Rose
	The Royal Warwickshire Regiment	The Antelope. In the second, third, and fourth corners the united Red and White Rose slipped, ensigned with the Imperial Crown	Roleia — Vimiera — Corunna — Vittoria — Pyrenæes — Nivelle — Orthes — Peninsula — Niagara	Scarlet	Blue ..	Rose
	The Royal Fusiliers (City of London Regiment)	The White Rose within the Garter. In the second, third, and fourth corners the White Horse. <i>Nec aspera terrent.</i>	Martinique — Talavera — Albuhera — Badajoz — Salamanca — Vittoria — Pyrenæes — Orthes — Toulouse — Peninsula — Alma — Inkerman — Sevastopol — Kandahar, 1880 — Afghanistan, 1879-80	Scarlet	Blue ...	Rose
	The King's (Liverpool Regiment)	The White Horse within the Garter <i>Nec aspera terrent.</i> In the second, third, and fourth corners the Royal Cypher, ensigned with the Imperial Crown. The Sphinx, superscribed "Egypt"	Martinique — Niagara — Delhi — Lucknow — Peiwar Kotol — Afghanistan, 1878-80	Scarlet	Blue ...	Rose
	The Norfolk Regiment	The Figure of Britannia. ...	Roleia — Vimiera — Corunna — Busaco — Salamanca — Vittoria — St. Sebastian — Nive — Peninsula — Cabool, 1842 — Moodkee — Ferozeshah — Sobraon — Sevastopol — Kabul, 1879 — Afghanistan, 1879-80	Scarlet	White	Rose
	The Lincolnshire Regiment	The Sphinx, superscribed "Egypt"	Peninsula — Sobraon — Punjaub — Mooltan — Goojerat — Lucknow	Scarlet	White	Rose

Precedence and Distinctions of Corps.

Section I.

TITLES, BADGES, AND DISTINCTIONS—*continued.*

INFANTRY.

Territorial Regiments.		Badges, Mottoes, Devices.	Battles.	Uniform.		
	Titles.			Colour.	Facings.	Pattern of Lace.
	The Devonshire Regiment	A Rose	Salamanca — Pyrenees — Nivelle — Nive — Orthes — Toulouse — Peninsula — Afghanistan, 1879-80	Scarlet	White	Rose
	The Suffolk Regiment	The Castle and Key, superscribed "Gibraltar," and with the motto <i>Montis Insignia Calpe</i> underneath	Minden — Seringapatam — India — New Zealand — Afghanistan, 1878-80	Scarlet	White	Rose
	Prince Albert's Light Infantry (Somersetshire Regiment)	A Mural Crown, superscribed "Jellalabad"	Egypt (with the Sphinx) — Martinique — Ava — Afghanistan — Ghuznee — Cabool, 1842 — Sevastopol — South Africa	Scarlet	Blue ...	Rose
	The Prince of Wales's Own (West Yorkshire Regiment)	The Prince of Wales' Plume. The White Horse. <i>Nec aspera terrent.</i> The Royal Tiger, superscribed "India"	Tourney — Corunna — Java — Waterloo — Bhurtpore — Sevastopol — New Zealand — Afghanistan, 1879-80	Scarlet	White	Rose
	The East Yorkshire Regiment	A Rose	Martinique — Guadeloupe — Afghanistan, 1879-80	Scarlet	White	Rose
	The Bedfordshire Regiment	A Rose	Scarlet	White	Rose
	The Leicestershire Regiment	The Royal Tiger, superscribed "Hindoostan"	Affghanistan — Ghuznee — Khelat — Sevastopol — Ali Masjid — Afghanistan, 1878-79	Scarlet	White	Rose
	The Royal Irish Regiment	The Harp and Crown. In the second, third, and fourth corners an Escoccheon of the Arms of Nassau <i>Virtutis Namurcensis Præmium.</i> The Sphinx, superscribed "Egypt." The Dragon, superscribed "China"	Pegu — Sevastopol — New Zealand — Afghanistan, 1879-80	Scarlet	Blue ...	Shamrock
	The Princess of Wales's Own (Yorkshire Regiment)	A Rose	Alma — Inkerman — Sevastopol ...	Scarlet	White	Rose
	The Lancashire Fusiliers	The Sphinx, superscribed "Egypt"	Minden — Egmont-op-Zee — Malda — Vimiera — Corunna — Vittoria — Pyrenees — Orthes — Toulouse — Peninsula — Alma — Inkerman — Sevastopol — Lucknow	Scarlet	White	Rose
	The Royal Scots Fusiliers	The Thistle within the Circle, and Motto (<i>Nemo me impune lacessit</i>) of the Order of the Thistle. In the second, third, and fourth corners the Royal Cypher ensigned with the Imperial Crown	Bladenburg — Alma — Inkerman — Sevastopol — South Africa	Scarlet	Blue ...	Thistle
	The Cheshire Regiment	A Rose	Mecanee — Hyderabad — Scinde ...	Scarlet	White	Rose
	The Royal Welch Fusiliers	The Plume of the Prince of Wales. In the second corner, the Rising Sun; in the third corner, the Red Dragon; the fourth corner, the White Horse, with motto, <i>Nec aspera terrent.</i> The Sphinx, superscribed "Egypt"	Minden — Corunna — Martinique — Alubera — Badajoz — Salamanca — Vittoria — Pyrenees — Nivelle — Orthes — Toulouse — Peninsula — Waterloo — Alma — Inkerman — Sevastopol — Lucknow — Ashantee	Scarlet	Blue ..	Rose

Section I. Precedence and Distinctions of Corps.

INFANTRY. TITLES, BADGES, AND DISTINCTIONS—continued.

Territorial Regiments.	Titles.	Badges, Mottoes, Devices.	Battles.	Uniform.		
				Colour.	Facings.	Pattern of Lacc.
	The South Wales Borderers	The Sphinx, superscribed "Egypt"	Cape of Good Hope—Talavera—Fuentes d'Onor—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula—Punjaub—Chillianwallah—Goojerat—South Africa	Scarlet	White	Rose
	The King's Own Borderers	The Castle of Edinburgh, with the motto <i>Nisi Dominus frustra</i> . In the second and third corners the Royal Crest, with the motto <i>In veritate religionis confido</i> . In the fourth corner the White Horse, with <i>Nec aspera terrent</i> . The Sphinx, superscribed "Egypt"	Minden—Egmont-op-Zee—Martinique—Afghanistan, 1878-80	Scarlet	Blue ...	Rose
	The Scotch Rifles (Camerodians)	The Sphinx, superscribed "Egypt." The Dragon, superscribed "China."	Mandora—Corunna—Martinique—Guadaloupe—Sevastopol—Lucknow—Abyssinia—South Africa	Green	Dark Green	
	The Royal Inniskilling Fusiliers	A castle with three turrets, and St. George's colours flying, with the word <i>Inniskilling</i> round the circle. In the second, third, and fourth corners the White Horse, with the motto <i>Nec aspera terrent</i> . The Sphinx, superscribed "Egypt"	St. Lucia—Maida—Badajoz—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Toulouse—Peninsula—Waterloo—Central India	Scarlet	Blue ...	Shamrock
	The Gloucestershire Regiment	The Sphinx, superscribed "Egypt"	Maida—Corunna—Talavera—Barrosa—Albubera—Salamanca—Vittoria—Pyrenees—Nivelle—Orthes—Toulouse—Peninsula—Waterloo—Punjaub—Chillianwallah—Goojerat—Alma—Inkerman—Sevastopol—Delhi	Scarlet	White	Rose
	The Worcestershire Regiment	A Rose... .. <i>Firm</i>	Hindoostan—Bolela—Vimiera—Corunna—Talavera—Albubera—Salamanca—Pyrenees—Nivelle—Orthes—Toulouse—Peninsula—Ferozesah—Sobraon—Punjaub—Chillianwallah—Goojerat	Scarlet	White	Rose
	The East Lancashire Regiment	The Sphinx, superscribed "Egypt"	Cape of Good Hope—Corunna—Java—Badajoz—Salamanca—Vittoria—St. Sebastian—Nive—Peninsula—Bhurtpore—Canton—Alma—Inkerman—Sevastopol—AhmadKhel—Afghanistan, 1878-80	Scarlet	White	Rose
	The East Surrey Regiment	A Rose	Guadaloupe—Talavera—Albubera—Vittoria—Pyrenees—Nivelle—Orthes—Peninsula—Cabool, 1842—Moodkee—Ferozesah—Aliwal—Sobraon—Sevastopol—Taku Forts—New Zealand—Afghanistan, 1878-79	Scarlet	White	Rose
	The Duke of Cornwall's Light Infantry	A Rose	Domalica—Bolela—Vimiera—Corunna—Salamanca—Pyrenees—Nivelle—Orthes—Peninsula—Waterloo—Punjaub—Mooltan—Goojerat—Sevastopol—Lucknow	Scarlet	White	Rose
	The Duke of Wellington's (West Riding Regiment)	The late Duke of Wellington's crest, with the motto in an escroll above <i>Firtutis fortuna comes</i> . The Elephant, superscribed "Hindoostan"	Seringapatam—Nive—Peninsula—Alma—Inkerman—Waterloo—Sevastopol—Abyssinia	Scarlet	White	Rose

Precedence and Distinctions of Corps.

Section I.

TITLES, BADGES, AND DISTINCTIONS—*continued.*

INFANTRY.

Territorial Regiments.		Badges, Mottos, Devices.	Battles.	Uniform.		
	Titles.			Colour.	Facings.	Pattern of Lacc.
	The Border Regiment	A laurel wreath. The Dragon, superscribed "China"	Albuhera — Arroyo dos Molinos — Vittoria — Pyrenees — Nivelle — Nive — Orthes — Peninsula — Alma — Inkerman — Sevastopol — Lucknow	Scarlet	White	Rose
	The Royal Sussex Regiment	A Rose	Malda	Scarlet	Blue ...	Rose
	The Hampshire Regiment	The Royal Tiger, superscribed "India"	Minden — Tournay — Barrosa — Peninsula — Taku Forts — Pekin — Charasiah — Kabul, 1879 — Afghanistan, 1878-80	Scarlet	White	Rose
	The South Staffordshire Regiment	The Sphinx, superscribed "Egypt"	Monte Video — Roleia — Vimiera — Corunna — Busaco — Badajoz — Salamanca — Vittoria — St. Sebastian — Nive — Peninsula — Moodkee — Ferozeshah — Sobraon — Ava — Pegu — Alma — Inkerman — Sevastopol — Lucknow — Central India — South Africa	Scarlet	White	Rose
	The Dorsetshire Regiment	<i>Primus in Indis.</i> The Castle and Key, superscribed "Gibraltar," and with the motto <i>Montis Insignia Calpe</i> underneath. The Sphinx, superscribed "Egypt"	Plassey — Marabout — Albuhera — Vittoria — Pyrenees — Nivelle — Nive — Orthes — Peninsula — Ava — Maharajpore — Sevastopol	Scarlet	White	Rose
	The Prince of Wales's Volunteers (South Lancashire Regiment)	The Plume of the Prince of Wales. The Sphinx, superscribed "Egypt"	Monte Video — Roleia — Vimiera — Talavera — Badajoz — Salamanca — Vittoria — Pyrenees — Nivelle — Orthes — Toulouse — Peninsula — Niagara — Waterloo — Candahar, Ghuznee — Cabool, 1842 — Maharajpore — Sevastopol — Lucknow — New Zealand	Scarlet	White	Rose
	The Welsh Regiment	The Rose and Thistle on the same stalk, within the Garter. The Plume of the Prince of Wales, and the motto, <i>Gwell awgau neu Chwilydd</i> . In the second, third, and fourth corners the Royal Cypher, ensigned with the Imperial Crown	Bourbon — Java — Detroit — Queens-town — Miami — Niagara — Waterloo — India — Ava — Candahar, Ghuznee — Cabool, 1842 — Alma — Inkerman — Sevastopol	Scarlet	White	Rose
	The Black Watch (Royal Highlanders)	The Royal Cypher within the Garter. The badge and motto of the Order of the Thistle. In the second, third, and fourth corners the Royal Cypher ensigned with the Imperial Crown. The Sphinx, superscribed "Egypt"	Mangalore — Seringapatam — Corunna — Fuentes d'Onor — Pyrenees — Nivelle — Nive — Orthes — Toulouse — Peninsula — Waterloo — Alma — Sevastopol — Lucknow — Ashantee	Scarlet	Blue ...	Thistle
	The Oxfordshire Light Infantry	A Rose	Hindoostan — Vimiera — Corunna — Busaco — Fuentes d'Onor — Ciudad Rodrigo — Badajoz — Salamanca — Vittoria — Nivelle — Nive — Orthes — Toulouse — Peninsula — Waterloo — Delhi — New Zealand	Scarlet	White	Rose
	The Essex Regiment	The Castle and Key, superscribed "Gibraltar," and with the motto <i>Montis Insignia Calpe</i> underneath. The Sphinx, superscribed "Egypt"	Moro — Badajoz — Salamanca — Peninsula — Bladensburg — Waterloo — Ava — Alma — Inkerman — Sevastopol — Taku Forts	Scarlet	White	Rose

Section I. Precedence and Distinctions of Corps.

INFANTRY. TITLES, BADGES, AND DISTINCTIONS—*continued.*

Territorial Regiments.		Badges, Mottoes, Devices.	Battles.	Uniform.		
	Titles.			Colour.	Facings.	Pattern of Lace.
	The Sherwood Foresters (Derbyshire Regiment)	A Rose... ..	Boleia — Vimiera — Talavera — Bussaco — Fuentes d'Onor — Ciudad Rodrigo — Badajoz — Salamanca — Vittoria — Pyrenees — Nivelle — Orthes — Toulouse — Peninsula — Ava — Alma — Inkerman — Sevastopol — Central India — Abyssinia	Scarlet	White	Rose
	The Loyal North Lancashire Regiment	A Rose... ..	Malda — Corunna — Tarifa — Vittoria St. Sebastian — Peninsula — Ava — Alma — Inkerman — Sevastopol — Ali Masjid — Afghanistan, 1878-79	Scarlet	White	Rose
	The Northampton- shire Regiment	The Castle and Key, superscribed "Gibraltar," and with the motto <i>Montis Insignia Calpe</i> underneath. The Sphinx, superscribed "Egypt"	Malda — Douro — Talavera — Albuhera — Badajoz — Salamanca — Vittoria — Pyrenees — Nivelle — Orthes — Toulouse — Peninsula — Sevastopol — New Zealand — South Africa	Scarlet	White	Rose
	Princess Charlotte of Wales's (Berkshire Regiment)	The Dragon, superscribed "China"	Egmont-op-Zee — Copenhagen — Douro — Talavera — Albuhera — Vittoria — Pyrenees — Nivelle — Orthes — Peninsula — Queens-town — Alma — Inkerman — Sevastopol — Kandahar, 1880 — Afghanistan, 1879-80	Scarlet	White	Rose
	The Queen's Own (Royal West Kent Regiment)	<i>Quo fas et gloria ducunt.</i> The Sphinx, superscribed "Egypt"	Vimiera — Corunna — Almaraz — Vittoria — Pyrenees — Nive — Orthes — Peninsula — Punnir — Moodkee — Ferozeshah — Aliwal — Sobraon — Alma — Inkerman — Sevastopol — Lucknow — New Zealand	Scarlet	Blue	Rose
	The King's Own Light Infantry (South Yorkshire Regiment)	A Rose... .. <i>Caeli Nullis.</i>	Minden — Corunna — Fuentes d'Onor — Salamanca — Vittoria — Pyrenees — Nivelle — Orthes — Peninsula — Waterloo — Pegu — Ali Masjid — Afghanistan, 1878-80	Scarlet	Blue	Rose
	The King's Light Infantry (Shropshire Regiment)	A Rose... .. <i>Aucto splendore resurgo.</i>	Nieuport — Tournay — St. Lucia — Talavera — Fuentes d'Onor — Salamanca — Vittoria — Pyrenees — Nivelle — Orthes — Nive — Toulouse — Peninsula — Bladensburg — Aliwal — Sobraon — Punjab — Goojerat — Lucknow — Afghanistan, 1879-80	Scarlet	Blue	Rose
	The Duke of Cambridge's Own (Middlesex Regiment)	The Plume of the Prince of Wales. The Duke of Cambridge's Coronet and Cypher	Seringapatam — Albuhera — Ciudad Rodrigo — Badajoz — Vittoria — Pyrenees — Nivelle — Nive — Peninsula — Alma — Inkerman — Sevastopol — New Zealand — South Africa	Scarlet	White	Rose
	The King's Royal Rifle Corps	A Rose... .. <i>Celer et audax.</i>	Boleia — Vimiera — Martinique — Talavera — Bussaco — Fuentes d'Onor — Albuhera — Ciudad Rodrigo — Badajoz — Salamanca — Vittoria — Pyrenees — Nivelle — Nive — Orthes — Toulouse — Peninsula — Punjab — Mooltan — Goojerat — Delhi — Taku Forts — Pekin — South Africa — Ahmad Khel — Kandahar, 1880 — Afghanistan, 1878-80	Green	Scarlet	
	The Duke of Edinburgh's (Wiltshire Regiment)	The Duke of Edinburgh's Coronet and Cypher	Nive — Peninsula — Ferozeshah — Sobraon — Sevastopol — Pekin — New Zealand — South Africa	Scarlet	White	Rose
	The Manchester Regiment	The Sphinx, superscribed "Egypt"	Egmont-op-Zee — Martinique — Guadaloupe — Peninsula — Alma — Inkerman — Sevastopol — New Zealand — Afghanistan, 1879-80	Scarlet	White	Rose

Precedence and Distinctions of Corps.

Section I.

TITLES, BADGES, AND DISTINCTIONS—continued.

INFANTRY.

Territorial Regiments.	Badges, Mottoes, Devices.	Battles.	Uniform.		
			Colour.	Facings.	Pattern of Lace.
The Prince of Wales's (North Staffordshire Regiment)	The Prince of Wales' Plume. The Dragon, superscribed "China"	St. Lucia — Surinam — Punjaub — Persia — Reshire — Bushire — Kooshab — Lucknow	Scarlet	White	Rose
The York and Lancaster Regiment	The Royal Tiger, superscribed "India." The Union Rose	Nive — Peninsula — Arabia — Lucknow — New Zealand	Scarlet	White	Rose
The Durham Light Infantry	A Rose	Salamanca — Vittoria — Pyrenees — Nivelle — Orthes — Peninsula — Alma — Inkerman — Sevastopol — Persia — Reshire — Bushire — Kooshab — New Zealand	Scarlet	White	Rose
The Highland Light Infantry	The Elephant, superscribed "Assaye"	Hindoostan — Seringapatam — Cape of Good Hope — Roleia — Vimiera — Corunna — Busaco — Fuentes d'Onor — Ciudad Rodrigo — Badajoz — Almaraz — Salamanca — Vittoria — Pyrenees — Nivelle — Nive — Orthes — Toulouse — Peninsula — Waterloo — Sevastopol — Central India	Scarlet	Yellow	Thistle
Seaforth Highlanders (Ross-shire Buns)	In the second, third, and fourth corners the late Duke of York's Cypher and Coronet. The motto <i>Cuius est Sui</i> . The Elephant, superscribed "Assaye"	Hindoostan — Cape of Good Hope — Malda — Java — Sevastopol — Persia — Kooshab — Lucknow — Central India — Peiwar Kotal — Charniah — Kabul, 1879 — Kandahar, 1880 — Afghanistan, 1878-80	Scarlet	Yellow	Thistle
The Gordon Highlanders	The Sphinx, superscribed "Egypt." The Royal Tiger, superscribed "India"	Egmont-op-Zee — Mandora — Seringapatam — Corunna — Fuentes d'Onor — Almaraz — Vittoria — Pyrenees — Nive — Orthes — Peninsula — Waterloo — Delhi — Lucknow — Charasiah — Kabul, 1879 — Kandahar, 1880 — Afghanistan, 1878-80	Scarlet	Yellow	Thistle
The Queen's Own Cameron Highlanders	The Badge of Scotland. The Sphinx, superscribed "Egypt"	Egmont-op-Zee — Fuentes d'Onor — Salamanca — Pyrenees — Nivelle — Nive — Toulouse — Peninsula — Waterloo — Alma — Sevastopol — Lucknow	Scarlet	Blue ...	Thistle
The Royal Irish Rifles	In the second, third, and fourth corners the Harp and Crown, with the motto <i>Quis separabit?</i> The Sphinx, superscribed "Egypt"	India — Cape of Good Hope — Bourbon — Talavera — Busaco — Fuentes d'Onor — Ciudad Rodrigo — Badajoz — Salamanca — Vittoria — Nivelle — Orthes — Toulouse — Peninsula — Central India	Green	Light Green	
Princess Victoria's (Royal Irish Fusiliers).	The Plume of the Prince of Wales. An Eagle, with a Wreath of Laurel. The Harp and Crown. Princess Victoria's Coronet. The Sphinx, superscribed "Egypt"	Monte Video — Talavera — Barrosa — Tarifa — Java — Vittoria — Niagara — Nivelle — Nive — Orthes — Toulouse — Peninsula — Ava — Sevastopol	Scarlet	Blue	Shamrock
The Connaught Rangers	The Harp and Crown, with the motto <i>Quis separabit?</i> The Elephant. The Sphinx, superscribed "Egypt"	Seringapatam — Talavera — Busaco — Fuentes d'Onor — Ciudad Rodrigo — Badajoz — Salamanca — Vittoria — Nivelle — Orthes — Toulouse — Peninsula — Alma — Inkerman — Sevastopol — Central India — South Africa	Scarlet	Green	Shamrock
Princess Louise's (Sutherland and Argyll Highlanders).	A Boar's Head, surrounded with the motto <i>Ne Obliviscaris</i> . In the second, third, and fourth corners the Princess Louise's Cypher and Coronet	Cape of Good Hope — Roleia — Vimiera — Corunna — Pyrenees — Nivelle — Nive — Orthes — Toulouse — Peninsula — Alma — Balaklava — Sevastopol — Lucknow — South Africa	Scarlet	Yellow	Thistle

Section I. Precedence and Distinctions of Corps.

INFANTRY. TITLES, BADGES, AND DISTINCTIONS—continued.

Territorial Regiments.		Badges, Mottoes, Devices.	Battles.	Uniform.		
	Titles.			Colour.	Facings.	Pattern of Lace.
	The Prince of Wales's Leinster Regiment (Royal Canadians)	The Plume of the Prince of Wales. In the second, third, and fourth corners a Maple leaf	Niagara—Central India	Scarlet	Blue ...	Shamrock
	The Royal Munster Fusiliers	A Shamrock	Plassey—Buxar—Guzerat—Delg—Bhurtpore—Afghanistan—Ghuznee—Ferozeshuhur—Sobraon—Punjab—Chillianwallah—Goojerat—Pegu—Delhi—Lucknow	Scarlet	Blue ...	Shamrock
	The Royal Dublin Fusiliers	The Royal Tiger, superscribed "Plassey," "Buxar," and with motto <i>Spectauit agendo</i> underneath The Elephant, superscribed "Carnatic," "Mysore"	Arcof—Condore—Wyndewash—Sholingur—Nundy Droog—Ambayna—Ternate—Banda—Pondicherry—Mahidpoor—Guzerat—Seringapatain—Kirkee—Beni Boo Ally—Aden—Punjab—Mooltan—Goojerat—Ava—Pegu—Lucknow	Scarlet	Blue ...	Shamrock
	The Prince Consort's Own (Rifle Brigade)	A Rose	Copenhagen—Monte Video—Roleia—Vimiera—Corunna—Buxaco—Barrosa—Fuentes d'Onor—Ciudad Rodrigo—Badajoz—Salamanca—Vittoria—Nivelle—Nive—Orthes—Toulouse—Peninsula—Waterloo—Alma—Inkerman—Sevastopol—Lucknow—Ashantee—Ali Maajid—Afghanistan, 1818-79	Green	Black	

Numerical and Regimental Titles.	Badges, Mottoes, Devices.	Battles.	Uniform.	
			Colour.	Facings.
Commissariat and Transport Corps	Blue	White
Ordnance Store Corps	Blue	Scarlet
Army Hospital Corps	Geneva Cross	Blue	Blue
Colonial Corps.				
1st West India Regiment	. . .	Dominica—Martinique—Guadeloupe—Ashantee	Scarlet	White
2nd West India Regiment	. . .	Ashantee	Scarlet	Yellow
Royal Malta Fencible Artillery	The Royal Cypher and a Maltese Cross	Blue	Scarlet

Colours.

Material and dimensions of colours of infantry.

17. The colours of infantry are to be of silk; the dimensions to be three feet nine inches flying, and three feet deep on the pike, exclusive of the fringe, which is about two inches in

Precedence and Distinctions of Corps.

Section I.

TITLES, BADGES, AND DISTINCTIONS—*continued*.

depth :—the length of the pike, including the Royal Crest, to be eight feet seven and a half inches : the cords and tassals to be crimson and gold mixed.

18. The Royal, or First, colour of every regiment is to be the Great Union, the imperial colour of the United Kingdom of Great Britain and Ireland, in which the cross of St. George is conjoined with the crosses of St. Andrew and St. Patrick, on a blue field. The First colour is to bear in the centre the territorial designation on a crimson circle with the Royal, or other title, within the whole, surmounted by the Imperial Crown. First or Royal colour.

19. The Regimental, or Second, colour is to be of the colour of the facing of the regiment, except in those regiments which are faced with white, in which the second colour is to be the red cross of St. George in a white field, with the territorial designation and the Royal or other title displayed as on the Royal, or First, colour within the Union Wreath of Roses, Thistles, and Shamrocks, and ensigned with the Imperial Crown. Regimental or second colour.

20. The Regimental, or Second, colour of the first and second battalions is to bear the ancient badges, devices, distinctions, and mottoes, which have been conferred by Royal Authority. The third and fourth battalions are to carry the same colours without such devices and distinctions as specially refer to actions or campaigns granted in commemoration of the services of the other two battalions. The number of each battalion, I, II, III, or IV, is to be placed in the dexter canton. Devices, distinctions, &c.

21. In those regiments which bear any ancient badge, the badge is to be on a red ground in the centre. The territorial designation, if practicable, to be inscribed on a circle, within the Union-wreath of roses, thistles, and shamrocks, and the Royal or other title in an escroll underneath, the whole ensigned with the Imperial Crown. Ancient] Badges.

22. The Colours of infantry are, as a rule, to be carried by the two junior lieutenants. Colours, how carried.

23. No addition to, or alteration in standards, guidons, or colours is to be made without the Sovereign's special permission and authority, signified through the Commander-in-Chief of the Army. No alterations to be made.

24. Application for new standards or colours is to be made to the Director of Clothing in accordance with the instructions laid down in the Royal Warrant relating to Clothing, &c. (Army Regulations, Vol. XI). Requisitions for new colours.

25. Camp-colours are to be 18 inches square, and of the colour of the facing of the regiment using them, with the number of the regiment upon them. The poles to be seven feet six inches long. The saluting-colour to be an ordinary camp-colour, distinguished by a transverse red cross; or, when the facings are scarlet, by a transverse blue cross. Camp and Saluting-colours.

N.B.—Sections and paragraphs to be quoted, not pages.

SECTION II.—COMMAND AND RANK.

I.—General Rules.

II.—Relative Rank.

III.—Command and Precedence in the Colonies.

I.—GENERAL RULES.

Senior officers
to command.

1. The function of command is to be exercised by the senior combatant officer, according to date of army rank, irrespective of the branch of the service to which he belongs, and including the Royal Marine forces and Her Majesty's Indian forces. In case two commissions of the same date interfere, a retrospect is to be had to former commissions. When regiments or detachments of different corps are employed together on any duty, whether in camp, garrison, or quarters, each regiment and detachment will act under the immediate authority of its own commander, the several corps and detachments receiving orders from, and being under the command of, the senior combatant officer present. Officers while serving on the Commissariat and Transport Staff cannot hold, by virtue of their army rank, any military command outside the Commissariat Staff.

Half-pay
officers.

2. An officer on half-pay, when holding an appointment on the Staff of the army, is qualified to assume the ordinary functions of command on becoming the senior combatant officer present; but half-pay officers, holding appointments in the civil branches of the army or in the civil administration of the Government, are not so qualified.

Local and
temporary
rank.

3. The following rules, defining the relative position of officers holding *local* or *temporary* rank, with those having *permanent* rank, are to be observed:—

- a.* Local rank carries with it, within the command or country in which it has effect, the same advantages of precedence and command as permanent rank.
- b.* Colonels appointed to act temporarily as major-generals shall take rank among themselves, while so acting, according to the dates of their commissions as colonels. They shall rank as junior to all permanent major-generals, but as senior to all brigadier-generals, who will in like manner take rank and precedence among themselves according to the dates of their commissions as colonels.

Colonels.

4. Colonels will not be included in the field officers

Command and Rank.
Section II.**GENERAL RULES—continued.**

roster, but will have special duties assigned to them,—such as the presidency of general courts-martial, or of boards or courts of inquiry requiring the services of an officer of rank.

5. Captains having the brevet rank of field-officers are to do duty as field officers in camp and garrison; but they are also to perform all regimental duties according to their regimental rank. Brevet field-officers.

6. Officers employed as brigade-majors, if of the rank of captain, are to take rank and precedence next after field-officers in the brigade or garrison in which they are serving. Officers employed as town- or fort-majors, if under the rank of captain, are to take rank and precedence next after the captains in the garrison in which they are serving. Brigade-majors and Town-majors.

7. Officers relinquishing their commissions are not to be considered as retaining any rank in the service, either on account of such commissions or of any brevet commission they may have held, except in cases which may be exempted from this regulation by the Sovereign's especial authority. Officers retiring.

8. General and Field officers who retire from the service, and officers who are permitted to commute their retired allowances under the Pensions Commutation Act, and are desirous of having their names retained in italics in the Army List, are to send to the War Office on the 1st January and 1st July of each year a notification of their being alive. If this half-yearly notification is not received at the War Office by the 1st of April and 1st of October respectively, it will be concluded that the officer is deceased, and his name will be removed from the Army List. The words "Army List" should be inscribed in the corner of the envelope. Names in Army List.

9. The following order, relating to the Household Cavalry was issued by command of His late Majesty King William the Fourth, dated *St. James's Palace, 31st July, 1830*:— Royal Order regarding Household Cavalry.

"The King, being desirous that his Guards should enjoy all the advantages which can be derived from the command and care of the General officer commanding the army in chief, and that their duties upon His Majesty's Person should be conducted upon the same principles as those of the troops of the line, is pleased to order, that the colonels of the two regiments of Foot Guards, and the colonel of the Horse Guards, shall hereafter respectively make all their applications respecting promotions, exchanges, leaves of absence, &c., to the General commanding the army in chief, in the same manner as the colonels of the three regiments of Foot Guards; and the General commanding the army in chief will give such orders as he may think necessary for the performance of the duties of honour over His Majesty's Person, and of other duties within the metropolis and elsewhere, as well to the Horse as to the Foot Guards, and to all other troops.

(Q. R.)

B

Section II.**Command and Rank.****GENERAL RULES—continued.**

Gold-Stick. "The Gold-Stick will continue to perform the duty of that office, and will receive from His Majesty in Person the parole and countersign; and will report to His Majesty in Person as usual, as well as to the General officer commanding the army in chief. He will also specially report to His Majesty the receipt of any order from the General Commanding-in-Chief."

II.—RELATIVE RANK.

Relative rank
of Staff and
Departments.

10. The table, showing the relative rank of officers of the Staff and Departments of the army, is contained in the Royal Warrant relating to Pay and Promotion, Part I.

Corporals of
Household
Cavalry.

11. Corporals of Horse of the regiments of Life Guards and of the Royal Regiment of Horse Guards will rank as laid down in the Royal Warrant.

Relative Rank
of Marines,
Militia,
Yeomanry,
and Volun-
teers.

12. The following are the rules by which the relative rank of the officers of the Regular Forces, Marines, Militia, Yeomanry-cavalry, and Volunteer corps, is to be determined:—

- a.* Officers of the regular and marine forces command the officers of equal rank belonging to other branches of the military service.
- b.* Officers of militia regiments rank together according to the dates of their respective commissions.
- c.* Officers of Auxiliary Forces, having also rank in the Regular Service, are not permitted, whilst serving in any of those forces, to avail themselves of any other rank than that which they hold by virtue of their Militia, Yeomanry, or Volunteer Commission. This rule does not apply to Adjutants of Auxiliary Forces, whose rank is governed by special rules contained in the regulations for those forces.
- d.* All officers of yeomanry cavalry and volunteer corps, when serving with officers of the regular, marine, and militia forces, rank as juniors of their respective ranks.

Command and Rank.

Section II.

RELATIVE RANK—continued.

13. *Relative Rank of the Officers of the Army and Navy.*

ARMY.	NAVY.	
1. Field-M Marshals -	Admirals of the Fleet.	
2. Generals - -	Admirals.	
3. Lieut.-Generals -	Vice-Admirals.	
4. Major-Generals -	Rear-Admirals - -	Inspectors-General of Hospitals and Fleets.
5. Brigadier-Generals.	Captains of the Fleet Commodores, 1st and 2nd class.	
6. Colonels - -	Captains over 3 years.	Deputy Inspectors-General of Hospitals and Fleets. Secretaries to Admirals of the Fleet.* Paymasters-in-Chief. Chief Inspectors of Machinery and Inspectors of Machinery of 8 years' service in that rank.
7. Lieut.-Colonels -	Captains under 3 years. Commanders, but junior of that rank.	Staff Captains. Secretaries to Commanders-in-Chief of 5 years' service as such.* Inspectors of Machinery under 8 years' service in that rank. <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> Staff Commanders - - - Fleet-Surgeons - - - Secretaries to Commanders-in-Chief under 5 years' service - - - Paymasters of 15 years' seniority - Chief Engineers of 10 years' and Naval Instructors of 15 years' seniority - - - </div> <div style="font-size: 3em; margin-right: 10px;">}</div> <div> But junior of that rank. </div> </div>
8. Majors - -	Lieutenants of 8 years' seniority.	Navigating Lieutenants of 8 years' seniority. Staff-Surgeons. Secretaries to Junior Flag-Officers. Paymasters of 8 years' seniority. Naval Instructors of 8 years' seniority. Chief Engineers under 10 years' seniority, but junior of that rank.
9. Captains - -	Lieutenants under 8 years' seniority.	Navigating Lieutenants under 8 years' seniority. Surgeons. Secretaries to Commodores, 2nd class. Paymasters under 8 years. Naval Instructors under 8 years. Assistant-Paymasters and Engineers over 8 years' seniority, but junior of that rank.
10. Lieutenants -	Sub-Lieutenants -	Navigating Sub-Lieutenants. Assistant Paymasters under 8 years' seniority. Engineers under 8 years' seniority. <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> Assistant-Engineers - - - Chief Gunner - - - Chief Boatswain - - - Chief Carpenter - - - </div> <div style="font-size: 3em; margin-right: 10px;">}</div> <div> But junior of that rank. </div> </div>

* Secretaries to Admirals of the Fleet, and Secretaries to Commanders-in-Chief, are to reckon their seniority by length of service in those ranks, instead of from the date of their Commissions.

Section II.**Command and Rank.****RELATIVE RANK—continued.**Consular
Service.**14.** Relative rank is assigned to officers of the Consular Service as follows, viz. :—

Agents and Consuls-General	}	with, but after Major-Generals.		
Consuls-General		do.	do.	Brigadier-Generals.
Consuls		do.	do.	Colonels.
Vice-Consuls		do.	do.	Majors.
Consular Agents		do.	do.	Captains.

Relative rank
gives no claim
to command.**15.** Nothing contained in these regulations is to give a claim to any officer of the navy to assume command of Her Majesty's land forces on shore, nor to any officer of the army to assume command of any of Her Majesty's squadrons or ships; or any of the officers or men thereunto belonging, unless under special authority from the Government in England for any particular service.**III.—COMMAND AND PRECEDENCE IN THE COLONIES.**Governor of a
colony.**16.** The Governor of a colony, though bearing the title of Captain-General or Commander-in-chief, is not, without special appointment from Her Majesty, invested with the command of Her Majesty's regular forces in the colony. He is not, therefore, entitled to take the immediate direction of any military operations, or, except in case of urgent necessity, to communicate officially with subordinate military officers, without the concurrence of the officer in command of the forces. Any such exceptional communication must be immediately notified to that officer.Power of dis-
posing troops.**17.** Except in the case of invasion or assault by a foreign enemy, it is the duty of the Governor to determine the objects with which and the extent to which Her Majesty's troops are to be employed. He is therefore authorised to issue to the officer in command of the forces directions respecting their distribution and their employment on escort and other duties required for the safety and welfare of the colony. In all these matters, however, the Governor is required to consult as far as possible with the officer in command, and will incur special responsibility if he shall direct the troops to be stationed or employed in a manner which that officer shall consider open to military objection.

Parole.

18. The Governor, as the Queen's Representative, will give the "word" (parole) in all places within his Government.Military com-
mander.**19.** The officer in command of Her Majesty's land forces will, on the other hand, determine all military details respecting the distribution and movement of the troops and the composition of the different detachments, taking care that they are in conformity with the general directions issued to him by the Governor.His responsi-
bility.**20.** He alone is charged with the superintendence of all details connected with the military department in a colony, the

Command and Rank.
Section II.**COMMAND AND PRECEDENCE IN THE COLONIES —continued.**

regimental duty and discipline of the troops, inspections, and convening Courts-martial, and the granting leave of absence to military officers.

21. He will carry into execution, on his own authority, the sentences of Courts-martial, except sentences of death, which must first be approved, on behalf of the Queen, by the officer administering the civil government.

Courts-martial.

22. He will make returns of the state and condition of the troops, of the military departments, of the stores, magazines, and fortifications within the colony, to the Governor, and furnish duplicates of all such returns of this nature as may be required or as he may see occasion to send to the military authorities at home, or to any superior officer, under whose command he is placed.

Returns.

23. On the receipt of the annual Army Discipline and Regulation Act, he will communicate to the Governor the "General Orders" in which it may be promulgated.

Receipt of Army Discipline and Regulation Act.
Invasion of colony.

24. In the event of the colony being invaded or assailed by a foreign enemy, and becoming the scene of active military operations, he will assume the entire military authority over the troops.

25. The foregoing regulations will hold good though the Governor may be a military officer senior in rank to the officer in command of the forces.

26. If several colonies are comprised in one military command, the officer in command of the whole may transfer troops from one colony to another on an application from the Governor of the colony to which the troops are sent, transmitted to him either through the Governor of the colony in which he is serving, or through the officer commanding the forces in the colony for which troops are required. But when it is proposed to transfer troops on the grounds stated, or in compliance with instructions from superior military authority having a right to issue such instructions, or from any other cause, the concurrence of the Governor of the colony, from which it is proposed to move the troops, must be obtained before the move is carried into effect.

Transfer of troops.

27. Colonies comprised under one Government in Chief are to be treated, for military purposes, as a single colony.

Colonies how combined.

28. When the officer in command of the forces in a colony shall have occasion to report upon, or bring under the consideration of the Secretary of State for War, matters which involve civil as well as military considerations, or which require the decision or concurrence of the Secretary of State for the Colonies, the officer in command of the forces will first communicate with the Governor respecting the matters in question; and having obtained the Governor's opinion or observations thereupon, he will transmit the same with his own report to the Secretary of State for War.

Correspondence.

Section II.

Command and Rank.

COMMAND AND PRECEDENCE IN THE COLONIES—*continued.*Duplicate
reports.

29. The officer in command of the forces is to send to the Governor duplicates of all reports—on subjects other than those relating to discipline and the routine of the service—which he may have occasion to make to the Secretary of State for War.

Precedence of
Commanders-
in-chief in the
colonies.

30. The following rules determine the precedence of military and naval Commanders-in-chief in the colonies.

- a. The senior officer in command of the troops, if of the rank of a General officer, and the officer in command of Her Majesty's naval forces on the station, if of the rank of an Admiral, are to take rank next after the Governor, their own relative rank being determined by the Queen's Regulations on that head.
- b. The senior officer in command of the troops, if of the rank of colonel or lieutenant-colonel, and the officer in command of Her Majesty's naval forces on the station, if of equivalent rank, are to take rank next after the Bishop and the Chief Justice, their own relative rank being determined by the Queen's Regulations on that head.
- c. If below the rank of colonel or lieutenant-colonel, the senior officer in command of the troops and the officer in command of Her Majesty's naval forces on the station, are to take rank next after the Solicitor-General.
- d. Whilst, however, these rules will take effect in every place in which Her Majesty's instructions—communicated through the Secretary of State—avail for the purpose, they will not override the precedence which in a few colonies is conferred on certain officers either by law or by the terms of letters patent from the Crown, which instruments cannot be set aside or altered except by the issue of others having the same form and equal authority.

Precedence in
colonial
forces.

31. Precedence among the different branches of the Colonial forces is regulated by local ordinances.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION III.—HONOURS AND SALUTES.

-
- I.—General Rules.
 II.—Military Funerals.
 III.—Artillery Salutes.
 IV.—Saluting and Flag Stations.
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I.—GENERAL RULES.

1. Her Majesty's forces are on all occasions to receive the Sovereign and all members of the Royal Family with the highest honours: viz., with a "Royal Salute;" standards and colours lowered; officers saluting; men presenting arms; and bands playing "*God Save the Queen*." The guards mounted over the person of the Sovereign and members of the Royal Family will pay no compliments except to Princes of the Blood Royal. In like manner, guards mounted over Viceroy or Governors within their governments will pay no compliments to persons of inferior rank.

The Sovereign, Members of the Royal Family, and Viceroys.

2. When troops pay the prescribed honours to the Sovereign, the National Anthem is to be played through; when they pay those honours to other members of the Royal Family, the first part only (six bars) will be played. The first part of the National Anthem may also be played at the salute of a Viceroy and at state ceremonies, such as the opening and closing of the Session of a Colonial Legislature, where a special Royal Commissioner or the Governor or Lieutenant-Governor of a Colony is acting on behalf of the Sovereign. The National Anthem will not be played in connection with salutes on any other occasion, and is only due to those personages who are entitled, under these regulations, to a Royal Salute.

National Anthem.

3. Foreign Crowned Heads and members of foreign Royal Families are to be received with the honours due to the Sovereign and members of the Royal Family respectively, but their own National Hymn is, when practicable, to be played.

Foreign Sovereigns and Princes.

4. A Field-Marshal is to be received with the lowered regimental colours of all the forces, except when any member of the Royal Family is present, and with the "general salute" prescribed in the next paragraph.

Field-Marshal.

5. General officers are to be received on parade by the troops under their command with a "general salute" in the following manner, viz.:—

General officers.

- a. By the *mounted branches of the service*;—with swords drawn, officers saluting, and bands playing the first part of a slow march.

Section III.

Honours and Salutes.

GENERAL RULES—*continued*.

- b.* By *dismounted corps*;—officers saluting, men presenting arms, and bands playing the first part of a slow march.
- c.* In corps not having bands, the trumpets or bugles will sound the “flourish,” or the drums will beat a ruffle.
- d.* General officers are only entitled, according to their rank, to a salute of guns from artillery on shore, on first landing as commander-in-chief at a foreign station, and on finally quitting the same.
- 6.** Commanding officers of garrisons, camps, or stations under the rank of a General officer will be received by the troops under their command with the complimentary honours, not however extending to a salute of guns, due to the rank one degree higher than that which they actually hold.
- 7.** Governors of Colonies—being likewise General officers—are entitled in every respect to the honours due to their military rank as well as to their civil office.
- 8.** Officers temporarily acting in any higher command or civil office are entitled, during their temporary tenure, to all the honours and salutes that may appertain to such command or office.
- 9.** The compliments directed in these regulations are to be paid by the troops to officers in the service of any Power in alliance with Her Majesty, according to their respective ranks.
- 10.** When two corps or armed parties meet on the march, they are to be called to attention and pass each other with shouldered-arms, swords drawn, bayonets fixed, and bands playing.
- 11.** Officers are always to salute their seniors on parade or duty when reporting themselves or making a report to them. The same rule is to be observed by staff officers when delivering an order. Officers in uniform, staff and regimental, when saluting are not to take off their hats, caps, or chacos, but are to salute with the right hand—when their swords are drawn, with the sword—in the manner laid down in the “FIELD EXERCISE.” Officers are always to return the salute of a non-commissioned officer or soldier, except when their swords are drawn. A salute made to two or more officers should only be returned by the senior.
- 12.** All cadets are to salute officers in uniform.
- 13.** Non-commissioned officers, including warrant officers, and soldiers, are to be instructed to salute all officers whom they know to be such, whether dressed in uniform or not, but are never to remove their head-dress in saluting. A soldier, if standing still when an officer passes, will turn towards him, come to attention, and salute. When a soldier addresses an officer, he will salute, and halt two paces from him. When

Note to para. 13.—A soldier, when not on duty under arms, will take off his cap in the presence of a magistrate in a civil court.

GENERAL RULES—*continued*.

walking, soldiers will salute an officer as they pass him. When a soldier appears before an officer in a room he is to salute without removing his cap. A soldier without his cap, or who is carrying anything that prevents him from saluting properly will, if standing still, come to "attention" as the officer passes; if walking, will turn his head slightly towards the officer in passing him. When individual soldiers meet a column of troops on the march they are to salute the commanding officer and the colours in passing. Non-commissioned officers in command of parties, whether armed or unarmed, are on all occasions to pay the proper compliments when passing officers in uniform.

14. It is the duty of non-commissioned officers and soldiers, at all times and in all situations, to pay the proper compliments to officers of the Royal Navy and Marines, Militia, and Volunteers, to officers of the departments of the army bearing commissions, and to officers of other corps, when dressed in their uniforms, in the same manner as to the officers of their own corps. They will salute those warrant officers only of the Navy who have the relative rank of commissioned officers in the Army.

Saluting officers other than regimental.

15. Whenever any member of the Royal Family passes along the front of a camp to inspect it, the troops are to turn out, but not under arms, and fall-in in front of the tents.

Members of Royal Family passing a camp.

Guards and Sentries.

16. Guards of honour are to be detailed to attend on Royal personages and at state ceremonials, and on such occasions are to consist, as a general rule, of 100 rank and file with a captain in command, two subaltern officers (one carrying the first colour), a proportion of sergeants, and the regimental band. When it is deemed expedient to direct the attendance of guards of honour to receive distinguished personages on occasions not specified in para. 2, a party of 50 rank and file, with two officers and regimental colour, will be detailed for the duty.

Guards of honour.

17. When a naval Commander-in-chief of any foreign station, having flag-rank, lands for the first time at any port within his command, a guard of honour of fifty men, with regimental colour, will receive him. A General officer commanding-in-chief is also entitled to a similar honour at a foreign station, on first taking up, and on finally quitting his command.

To officers commanding-in-chief.

18. The standard of cavalry, or the Queen's colour of regiments of infantry, is not to be carried by any guard but that over the Sovereign, or any member of the Royal Family, or over a Viceroy; and is only to be used at guard-mounting or other ceremonials when a member of the Royal Family or a Viceroy is present, and on occasions when the National Anthem is appointed to be played, as laid down in para. 2; at all other

Standards and Queen's colours.

Section III.

Honours and Salutes.

GENERAL RULES—*continued*.

times it is to remain with the regiment. The Queen's colour will be lowered to the Sovereign, Members of the Royal Family, and Viceroys only.

Colours passing a guard.
After parade.
19. Standards, guidons, or colours are at all times, if uncased, to be saluted with the highest honours, viz., arms presented, the trumpets or bugles sounding a flourish, and the drums beating a ruffle. When, after a parade, the colours are being removed to the officers' mess-room or other place of deposit, they should be invariably escorted by a company of the corps, which will pay them the customary honours.

General officers and Governors.
20. Guards are at all times to turn-out and pay the compliments specified in para. 5 to General officers in uniform and to Civil Governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to General officers in uniform.

Officers not in uniform.
21. No officer who is not dressed in uniform is entitled to the compliment of a guard turning-out. The several members of the Royal Family, the Lord-Lieutenant of Ireland, and Governors or Lieutenant-Governors within the precincts of their governments, are excepted from this rule.

Commanding officers.
22. To regimental commanding officers—irrespective of their army rank—their regimental guards are to turn-out, and present arms, once a day.

Officers passing in rear or during relief of a guard.
23. When General officers in uniform, or persons entitled to a salute, pass in rear of a guard, the officer in command is to cause his men to fall-in and stand with shouldered arms, turned to their proper front; but no drum is to beat or bugle to sound. When such officers pass guards while in the act of relieving, both guards are to salute as they stand, receiving the word of command from the senior officer present.

Approach of armed or unarmed parties.
24. Guards are to get under arms at all times when armed parties, (including militia or volunteer corps) approach their posts, and stand with shouldered arms. To armed corps,* guards and sentries will "present." Guards are not to pay compliments between the sounding of the "Retreat" and the "Reveille." Guards need not turn-out to unarmed parties. A mounted party, armed, will draw and carry swords to *all* guards turning out to it.

Guards saluting.
25. When guards over any member of the Royal Family or over the residences of Viceroys and Governors within their governments (*see* para. 1) are visited on duty by General officers or by the officers of the day, they will turn out and receive such officers with shouldered arms. All other guards will present arms to General officers and field officers of the day.

Sentries saluting.
26. The general rule for sentries saluting is to halt, front, and

* *Note to para. 24.*—By the expression "armed corps" is meant a regiment of cavalry, a battery of artillery with its guns, a battalion of infantry with or without colours, garrison artillery of not less than four batteries, and engineers of not less than four companies.

Honours and Salutes.
Section III.*GENERAL RULES—continued.*

“present arms” to general and field officers, to all parties commanded by an officer, and to guards commanded by a non-commissioned officer, and “shoulder” to officers of inferior rank. Sentries mounted over a Royal Palace, or furnished from a Royal Guard, are to be instructed to “present arms” only to members of the Royal Family or to an armed corps; on officers of whatever rank in uniform passing their posts, they will stand with shouldered arms. In the same manner sentries furnished from guards over the residences of Viceroy and Governors will not present arms to persons of inferior rank.

27. Sentries mounted over the quarters of a General officer are to be instructed to pay the compliment of “presenting arms” to General officers only; to officers below that rank, sentries are to stand with shouldered arms.

Sentries over
General
officers’
quarters.

28. All guards and sentries are to pay the same compliments to the officers of the Royal Navy and Marines, to officers of Militia, and to officers of Volunteers holding commissions—when in uniform—as are directed to be paid to officers of the army. *Sentries only* are required to pay compliments to commissioned officers of the Departments of the army according to their relative ranks.

Compliments
to officers of
other services.

II.—MILITARY FUNERALS.

29. The military funerals of officers are to be saluted as follows:—That of a Field-Marshal with seventeen guns, attended by six battalions, and eight squadrons; that of a General, with fifteen guns, four battalions, and six squadrons; that of a Lieutenant-General, with thirteen guns, three battalions, and four squadrons; that of a Major-General, with eleven guns, two battalions, and three squadrons; that of a Brigadier-General—commissioned as such—with nine guns, one battalion, and two squadrons; that of a Colonel commanding is to be attended by his own regiment, or by an equal number of men by detachments, and officers in proportion, with three rounds of small-arms; that of a Lieutenant-Colonel of a Corps, by three hundred men, and officers in proportion, with three rounds of small-arms; that of a Major, by two hundred men, and officers in proportion, with three rounds of small arms; that of a Captain, by his own troop, battery or company, or one hundred rank and file, under the command of a captain, with three rounds of small-arms; that of a Lieutenant by one sergeant, one trumpeter or drummer, one fifer, and forty rank and file, under the command of a lieutenant, with three rounds of small-arms.

Field-Marshal
General.

Lieut.-
General.

Major-
General.
Brigadier-
General.
Colonel.

Lieut.-
Colonel.

Major.
Captain.

Lieutenant

30. The honours to be paid at the military funerals of Staff officers and of the commissioned officers of the Departments

Staff and
departmental
officers.

Section III.**Honours and Salutes.****MILITARY FUNERALS—continued.**

of the army are to be regulated according to their relative rank.

Officers, when entitled to. **31.** Officers are not to be interred with military honours except they be, at the time of their decease, on full-pay, or employed on the Staff, or in the exercise of any military command.

The pall. **32.** The pall is to be supported by officers of the same rank with that of the deceased; if the attendance of a sufficient number of that rank cannot be obtained, officers next in seniority are to supply their places.

Non-commissioned officers and men. **33.** The funeral of a sergeant is to be attended by a firing party of nineteen rank and file, under the command of a sergeant, with three rounds of blank cartridge: that of a corporal, bombardier, second corporal, musician, private soldier, trumpeter, drummer, or fifer, by a firing party of thirteen rank and file, under the command of a sergeant, with three rounds of blank cartridge.

Attendance at funerals. **34.** In addition to the firing parties, the funeral of an officer will be attended by the officers of the regiment; that of a sergeant by the sergeants, and that of a corporal by the corporals of the corps. The funeral of a non-commissioned officer or private will be attended by the troop, battery, or company (officers included) to which he belonged, or was attached, provided that the burial ground be within marching distance of the station where such troop, battery, or company is quartered.

Supply of gun-carriages. **35.** Light gun-carriages for funeral purposes are supplied at all stations where the burial ground is more than one mile distant from the barracks, provided the carriages can be properly horsed by Government horses at the station.

III.—ARTILLERY SALUTES.

Royal Salutes. **36.** Royal Salutes consist of Twenty-one Guns.

Arrival and departure of the Queen. **37.** Whenever the Sovereign shall arrive at any place in the British dominions where there is a fort or battery from which salutes are usually fired, a royal salute shall be fired from such fort or battery, and similar salutes shall be fired upon the Sovereign's departure, and on such other occasions as shall be directed.

Vessels passing forts. **38.** Whenever any ship or other vessel, in which the flags which indicate the presence of the Sovereign (viz., the royal standard at the maintop-gallant-mast head, the flag of the Lord High Admiral at the foretop-gallant-mast head, and the union jack at the mizentop-gallant-mast head) are flying, shall pass any fort or other place from which salutes are usually fired, a royal salute is to be fired from such fort or other place; but whenever any ship or vessel passes, bearing the royal standard only, without the other flags, such fort or other place is not to salute such ship or vessel.

Section III.

Honours and Salutes.

ARTILLERY SALUTES—*continued.*

	Scale.
Ministers Resident, Diplomatic Authorities, below the rank of Envoy Extraordinary and Minister Plenipotentiary, and above that of Chargé d'Affaires	13 Guns.
Chargés d'Affaires, or Subordinate Diplomatic Agents left in charge of Missions	11 „
Consuls-General	9 „
Consuls	7 „

Ambassadors
Extraordinary
and Plenipo-
tentiary.

47. Whenever any Ambassador Extraordinary and Plenipotentiary shall arrive at, or depart from, any place in Her Majesty's dominions where there are forts or batteries from which salutes are usually fired, he is to be saluted with the number of guns specified against his rank.

Envoy Extra-
ordinary and
Minister Ple-
nipotentiary.

48. An Envoy Extraordinary and Minister Plenipotentiary is entitled to be saluted with the number of guns specified against his rank; but he is entitled to the compliment only when within the precincts of the nation to which he is accredited.

Diplomatic
authorities of
lower rank.

49. The foregoing regulations are to be applicable also to the other Diplomatic Authorities of lower rank than that of Envoy Extraordinary and Minister Plenipotentiary, differing only in the number of guns with which they are to be saluted, as stated against their ranks in the scale.

When nations
pay the same
compliment to
Her Majesty's
Ministers.

50. It is to be understood that salutes, in conformity to the foregoing regulations, are to be fired from forts and batteries in compliment to those foreign diplomatic authorities only whose nations pay the same compliments to Her Majesty's Diplomatic Ministers in their territories.

Salutes to Authorities of the Army and of the Navy.

	Scale.
51. The Lord High Admiral, or the Lords Com- missioners for executing the office of Lord High Admiral, or the Commander-in-Chief, or the Officer Commanding-in-Chief the Army of the United Kingdom	19 Guns.
The First Lord Commissioner of the Admiralty	15 „

Lord High
Admiral or
Admiralty or
Commander-
in-Chief of the
Army.

52. Whenever the Lord High Admiral, or the Lords Commissioners for executing the office of the Lord High Admiral, or the Commander-in-Chief, or the Officer Commanding-in-chief the Army of the United Kingdom, shall arrive in their official capacities at any places in Her Majesty's dominions where there are forts or batteries from which salutes are usually fired, they are to be saluted with the number of guns specified against their respective ranks, and such further salutes shall be fired from the fort or battery, at their departure, as may be directed.

The First
Lord Commis-

53. Whenever the First Lord Commissioner of the Admiralty shall arrive, in his official capacity, at any place in Her Majesty's

Honours and Salutes.

Section III.

ARTILLERY SALUTES—*continued*.

dominions, where there is a fort or battery from which salutes are usually fired, he shall be entitled to be saluted by such fort with the number of guns specified against his rank. sioner of the
army and
navy.

Salutes to Officers.

	Scale.	
54. Field-Marshal or Admirals of the Fleet	17 Guns.	Officers of the
Admirals or Generals	15 "	army and
Lieutenant-Generals or Vice-Admirals	13 "	navy.
Rear-Admirals or Major-Generals	11 "	
Brigadier-Generals, or Commodores	9 "	
Return Salutes to Captains of the Navy, and Officers of inferior rank	7 "	

N.B.—While any of the above-mentioned hold commissions as Commanders-in-Chief, or Commanders of the forces of a station, they are entitled to be saluted with two guns more than are specified against their respective ranks.

55. Whenever any of the naval officers specified above are in actual employment and land for the first time in any place of Her Majesty's dominions where there are forts or batteries from which salutes are usually fired, they are to be saluted with the number of guns specified against their ranks; and when any officer of the army, specified above, being in actual employment, shall officially visit or embark in one of Her Majesty's ships, he shall likewise be saluted by that ship with the number of guns specified against his rank, either on going on board or on quitting the said ship; but if he should go on board more than one ship in the same port, he is to be saluted only by one of them; but these salutes are not to be repeated to the same officer, military or naval, oftener than once in twelve months abroad, and in the United Kingdom once in three years, unless the officer in question shall in the meantime have received advancement of rank, in which case he may be again saluted by the fort or ship, as the case may be, according to the scale prescribed for his new rank. These salutes, being personal, are not to be returned. On landing or
embarking for
the first time.

56. Having in view to assimilate in practice salutes in all Her Majesty's dominions, and the exchange of salutes between Her Majesty's forts and ships having been forbidden in the United Kingdom, in future Her Majesty's ships and vessels and Her Majesty's forts and castles, are not, on any account, to exchange salutes in any part of Her Majesty's dominions. Exchange of
salutes be-
tween forts
and ships.

57. At the funerals of General and Flag officers, or of Commodores and Brigadier-Generals dying upon service, minute-guns are to be fired whilst the body is proceeding to the place of interment, but these minute-guns are not to exceed the number to which the officer's rank entitled him when living. Funerals of
General and
Flag officers.

Section III.

Honours and Salutes.

ARTILLERY SALUTES—*continued.*

Minute-guns. 58. After the body is deposited in the grave, or in the sea, there shall moreover be fired a salute of cannon, of the same number of guns as the deceased officer was entitled to when living; and in the event of a General or Flag officer dying afloat, being buried on shore, where there is a fort, minute-guns are to be fired from the ship whilst the body is being conveyed to the shore; and after the body is landed, minute-guns are to be fired by the fort whilst the funeral procession is moving from the landing-place to the place of interment: the minute-guns, both from the ship and the fort, shall not exceed twice the number of guns the officer was entitled to when living.

Officers of inferior rank. 59. Cannon are not to be fired at the funerals of officers subordinate to the above ranks.

Salutes to Governors of Her Majesty's Possessions and Fortresses.

	Scale.
60. The Lord Warden of the Cinque Ports	- 19 Guns.
Governors of Her Majesty's colonies, foreign possessions, castles, or fortresses (within the precincts of their Governments)	- 17 „
Lieutenant-Governors of Her Majesty's colonies, foreign possessions, castles, or fortresses (within the precincts of the said Governments, if administering the Government)-	- 13 „

The Lord Warden of the Cinque Ports. 61. The Lord Warden of the Cinque Ports is to be saluted by the forts within his jurisdiction with the number of guns above specified, and as heretofore has been the practice.

Salutes to Governors of Colonies, &c. 62. A Governor on his first landing in his government is entitled to be saluted from the fort or battery, with the number of guns before specified, and again, on his final departure, at the expiration of his government; and he is further entitled to be saluted by such other forts or dependencies of his government as he may visit in his official capacity, but these latter salutes shall be repeated at each place only once in twelve months.

Governors on leave of absence. 63. When Governors, or Lieutenant-Governors, quit their governments on leave of absence, they are entitled to the same salutes on their departure from and on their return to their governments, as on first assuming them, or on final departure.

Lieutenant-Governors. 64. All Lieutenant-Governors administering the government are entitled to the salutes specified opposite to their rank under the foregoing regulations and restrictions laid down for Governors.

Lieutenant-Governors not administering the government. 65. Lieutenant-Governors not administering the government are entitled to be saluted with the number of guns specified against their rank only on their arrival at the seat of government.

Honours and Salutes.

Section III.**ARTILLERY SALUTES—continued.**

ment, and on their finally quitting it, and only from the forts or batteries at the seat of government.

66. Civil functionaries are to have at their funerals the same number of guns fired as minute-guns, while the procession is going to the burial-ground, as they were entitled to be saluted with when living. Civil functionaries, not entitled to salutes of cannon when living, are to have no guns fired at their funerals.

Funerals of civil functionaries.

Miscellaneous Regulations.

67. All salutes from ships of war of other nations, to Her Majesty's forts or batteries, are to be returned gun for gun.

Ships of war of other nations.

68. Such of the authorities mentioned in the foregoing instructions as may, from their rank and appointments, be entitled to be saluted in more than one capacity, shall be saluted under that rank which shall entitle them to the greatest number of guns, but on no occasion is the same individual to be saluted in more than one capacity.

No person to be saluted in more than one capacity.

69. No other salutes than those authorised by the foregoing regulations are to be allowed, except that, upon any important occurrence, such as a great victory gained by Her Majesty's arms, or other highly advantageous national event, the Governor or officer commanding any of Her Majesty's possessions abroad, may, in conjunction with the senior officer of Her Majesty's naval service on the spot, direct such salutes to be fired as the occasion may seem to them to require; but, unless the officers in command of both services concur in the propriety of such salutes being fired, they are not to take place by one service only.

Salutes in honour of great victories.

70. The Governors of our colonies are, however, authorised to continue to sanction such salutes as may have been customary, and which they may deem right and proper at religious ceremonies, and further, to cause the usual salutes to be fired at the opening and closing of the Houses of Parliament or Assembly; but these salutes are in no case to exceed nineteen guns.

Salutes that may be sanctioned by Governors of colonies.

71. As a general rule no salutes will be fired before eight o'clock in the morning nor after sunset in the evening, nor during the usual hours for Divine Service on Sundays. The same principle will apply to guards of honour and official receptions. In exceptional cases the course to be pursued will be determined by the officer commanding the garrison.

Saluting hours.

72. In firing salutes an interval of ten seconds is to be allowed between the rounds; should however the number of guns available for saluting be such as to render this interval unsafe, the officer in command will use his discretion in ordering longer intervals to be observed between the rounds.

Interval between the rounds.

Section III.

Honours and Salutes.

IV.—SALUTING AND FLAG STATIONS.

Stations for
firing salutes.

73. The following is a list of home stations at which salutes are authorised to be fired on triumph days, &c. :—

Alderney.	Guernsey (Fort George).	Plymouth.
Brighton.	Hull.	Portsmouth.
Chatham.	St. James's Park.	Sheerness.
Cork Harbour.	Jersey (Elizabeth Castle).	Stirling.
Dover.	Landguard Fort.	Tilbury Fort.
Dumbarton Castle.	Liverpool.	The Tower.
Edinburgh.	Pembroke.	Woolwich.
Fort George. N. B.	Pendennis Castle.	
Fort Victoria (Isle of Wight).	Pigeon House Fort, Dublin.	

At Cowes Castle, Isle of Wight, when the Court is at Osborne, and at Hurst Castle when Her Majesty passes, or visits the Fort.

Flag stations.

74. The following is a list of stations at which the national flag (Union Jack) is authorised to be hoisted, viz., at the stations marked (a), on anniversaries only, or when specially required for saluting purposes; at those marked (b), on Sundays and anniversaries; at those marked (c), daily. The Royal Standard is only to be used on Royal anniversaries and State occasions at the stations marked with an asterisk :—

At Home Stations

Northern District.
 *York (b).
 Liverpool, N. Fort (b).
 Perch Rock Battery (b).
 Carlisle Castle (b).
 *Paull Point Battery (b).
 *Tynemouth Castle (b).
 *Chester (b).
 *Castletown (Isle of Man) (b).

Eastern District.
 *Landguard Fort (c).
 Harwich Redoubt (b).
 Yarmouth, N. Battery (b).
 " S. Battery (b).
 Office of G. O. C. Camp, Colchester (b).

S. Eastern District.
 Dover, Archeliff Fort (a).
 * " Castle Keep (c).
 * " Drop Redoubt (b).
 *Folkestone (a).
 *Sandgate Castle (a).
 Newhaven (b).
 Shoreham (a).
 Blatchington (a).
 Deal Castle (a).
 Walmer Castle (a).
 Rye (a).
 Langley Fort (a).
 Eastbourne (b).

Chatham District.
 *Tilbury Fort (c).

*Sheerness (c).
 New Tavern Fort (b).
 *Fort Amherst (b).
 Isle of Grain (b).
 Hoo (a).
 Darnet (a).
 Slough (a).
 Coalhouse (b).
 Cliffe (b).
 Shornemead (b).

Southern District.
 *Portsmouth Lines (b).
 Southsea Castle (b).
 Lump's Fort (b).
 Fort Cumberland (b).
 " Monckton (b).
 " Block House (b).
 " Brockhurst (b).
 " Gomer (b).
 " Grange (b).
 " Elson (b).
 " Bowney (b).

†Needles (b).
 †Sandown (b).
 †Freshwater (b).
 Littlehampton (b).
 †Hurst Castle (b).
 Portland (b).
 Verne (b).
 Nothe Fort (b).
 Spitbank Fort (b).
 Kings Bastion, Portsmouth (c).

†Bembridge Fort (b).
 †Golden Hill Fort (b).
 Fort Gilkicker (b).

Western District.
 *Plymouth Citadel (c).
 *Devonport Lines (c).
 Pendennis Castle (c).
 Bull Point (a).
 *Pembroke Defensive Barracks (c).

Woolwich.
 *R.M. Academy (b).
 *Gun Park (c).
 *Royal Arsenal (c).
 Royal Dockyard (b).
 Practice Range, Plumstead (a).
 *Parade (a).

Aldershot.
 *Division Head-quarters (b).
 *R. M. College (b).
 *The Tower of London (c).

North Britain.
 *Leith Fort (c).
 *Edinboro' Castle (c).

Honours and Salutes.

Section III.

SALUTING AND FLAG STATIONS—*continued.*

<p>*Stirling Castle (b). *Fort George (b). Torry Point, Aberdeen (b). Broughty Castle (b). Dumbarton Castle (b). Fort Matilda (b).</p>	<p><i>Jersey.</i> *Fort Regent (c). *Elizabeth Castle (c). Government House (a).</p>	<p>Charles Fort, Kinsale (b). Curragh (c). Duncannon Fort (b). Dunree Fort (a). Enniskillen Castle (b). Enniskillen Redoubt (a). Greencastle Fort (b). Kingston (b). Knockalla Fort (a). *Magazine Fort (b). Magilligan Tower (b). Ned's Point Fort (b). *Pigeon House Fort (b). *Portobello (a). Scatterry Fort (b). *Spike Island (b). Tarbert Fort (b).</p>
<p><i>Alderney.</i> *Fort Albert (c). „ Clonque (a). „ Tourgie (c). „ Château l'Étoc (a).</p>	<p><i>Guernsey.</i> *Castle Cornet (c). Brehon Tower (a). Fort George (c).</p>	
	<p><i>Ireland.</i> Athlone (b). Camden Fort (b). Carlisle Fort (b). Carrig Fort (b). Carrickfergus (b).</p>	

† N.B.—During the stay of the Queen in the Isle of Wight flags will be specially hoisted from the following places:—

Portsmouth Lines. Gosport Forts. Fort Bembridge.	Sandown Fort. Golden Hill Fort. Needles Battery.	Freshwater Redoubt. Hurst Castle.
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At Foreign Stations.

<p><i>Bahamas.</i> Flags are in charge of Colony.</p>	<p><i>Straits Settlements.</i> *Fort Canning, Singapore (c). Mount Tabor, Singapore (b). *Penang Fort (c). *Malacca (c).</p>	<p><i>Jamaica.</i> Head-quarter House (a). *Port Royal (c). Ordnance Store (a).</p>
<p><i>Barbados.</i> *St. Anne's Fort (c). Queen's House, H.Q. (b). Charles Fort (b). Office of G. O. C. (b).</p>	<p><i>Gibraltar.</i> *Upper Signal Station (c). *Montagu Cavalier (c). *Europa Flagstaff (c).</p>	<p><i>Malta.</i> The Arsenal (b). Palace Tower (b). *Palace (c). *Fort St. Elmo (c). „ St. Angelo (c). „ Ricasoli (b). „ Tigne (b). Saluting Battery (b). Gozo (a).</p>
<p><i>Bermuda.</i> *Fort Victoria (c). „ Catharine (b). „ Cunningham (b). Ordnance Island (b). Boaz Barracks (b).</p>	<p><i>Hong Kong.</i> *Head-quarter House (c). Saluting Battery (a). Hospital Ship (a).</p>	
<p><i>Cape of Good Hope.</i> *Cape Town Castle (c). *Fort Napier, Natal (c). Pretoria (c). King William's Town (b). Simon's Town (b).</p>	<p><i>Halifax, N.S.</i> *Citadel, Fort George (c). Fort Cambridge (a). „ Charlotte (a). „ Clarence (a). „ Ives Point (a). „ Ogilvie (a). Sambro Island (a). York Redoubt (a). Head-quarter House (c).</p>	<p><i>Mauritius.</i> *Citadel (b). Fort George (c). „ William (a). Mahébourg (a).</p>
<p><i>Cape Coast.</i> *Castle (c). Fort William (b).</p>		<p><i>St. Helena.</i> *Ladder Hill (c).</p>
<p><i>Ceylon.</i> *Colombo (c). Galle (b). Trincomalee (b).</p>	<p><i>Honduras.</i> *Belize (b).</p>	<p><i>Sierra Leone.</i> Tower Hill (c).</p>

Section III.**Honours and Salutes.**

SALUTING AND FLAG STATIONS—*continued.***Distinguishing
Union-Jack.**

75. The Union-Jack being the distinguishing flag of the Admiral of the Fleet only, is not to be flown by military authorities when embarked in boats or other vessels; but the special union flag which is authorised to be flown on such occasions by General or other officers commanding stations, only, will bear in its centre, as a distinguishing mark, the royal initials surrounded by a garland on a blue shield and surmounted by a crown.

A pattern flag according to the above description has been prepared and sealed.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION IV.—COMMISSIONS AND PROMOTION OF OFFICERS.

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- I.—Promotion, Exchange, and Retirement.
 II.—Examinations for Promotion.
 III.—Garrison Instruction.
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I.—PROMOTION, EXCHANGE, AND RETIREMENT.

1. The Royal Warrant relating to Pay and Promotion, Part I., (Army Regulations, Vol. I.), contains the general rules by which the appointment, promotion, exchange, and retirement of officers are governed. Royal Warrant.

2. The declarations prescribed in the following paragraph will be required, and any breach of them will be regarded as a violation of personal honour, while the stringent provisions of the Statute (49 Geo. 3, c. 126) will in every such case be rigidly enforced. Declarations to be made.

3. The declarations required to be signed by officers are as follows:— Forms.

(a)—ON PROMOTION.

“I, A— B—, hereby declare, on my honour as an Officer and a gentleman, that I have not, nor to the best of my belief has any person on my behalf or in my interest, directly or indirectly paid or transferred, or agreed to pay or transfer, any sum of money, valuable security, or other thing in respect of my promotion to the rank of , or since 1st November, 1871, in respect of my steps in the regiment leading to such promotion; and I promise honourably and unservedly not to make, cause to be made, or in any manner recognise hereafter any such payment or transfer in respect of such promotion.”

(b)—ON TRANSFER OR ON RESTORATION FROM HALF TO FULL-PAY.

“I hereby declare, upon my honour as an Officer and a gentleman, that I have not, nor to the best of my belief has

NOTE.—Para. 3 (a) applies to non-commissioned officers promoted to commissions as Quartermasters or Riding-masters.

Section IV.

Commissions and Promotion of Officers.

PROMOTION, EXCHANGE, AND RETIREMENT—*continued.*

“any person on my behalf or in my interest, directly or indirectly paid or transferred, or agreed to pay or transfer any sum of money, valuable security, or other thing in respect of [my transfer], or [my restoration from half- to full-pay], and I promise honourably and unreservedly not to make, cause to be made, or in any manner recognise hereafter, any such payment or transfer in respect of such [transfer] or restoration to full-pay.”

(c)—ON APPLYING TO EXCHANGE.

For the Receiver.

“I, A—— B——, hereby solemnly declare, on my honour as an Officer and a gentleman, that the proposed exchange with C—— D—— does not originate in any cause affecting my honour or my character or professional efficiency; that it is my *bonâ fide* intention to join immediately and do duty in the corps to which I propose to exchange for at least a period of twelve months; and I further declare that none of the Officers belonging to my present regiment, or to the regiment to which I propose to exchange, except C—— D——, have paid or promised to pay any money or money's worth to me, or to the best of my knowledge and belief to any person on my behalf or in my interest, directly or indirectly, in consideration of the proposed exchange; and I promise honourably and unreservedly not to receive or in any manner recognise any such payment on account of such exchange, either now or hereafter.”

For the Payer.

“I, C—— D——, hereby solemnly declare, on my honour as an Officer and a gentleman, that the proposed exchange with A—— B—— does not originate in any cause affecting my honour or my character or professional efficiency; and that it is my *bonâ fide* intention to join immediately and do duty with the corps to which I propose to exchange for at least a period of twelve months; and I further declare that I have not received any money or money's worth in consideration of such exchange from any one of the Officers belonging to my present regiment or to the regiment into which I propose to exchange, nor to the best of my knowledge and belief have any of such Officers paid any money or money's worth on my behalf or in my interest directly or indirectly, or in consideration of such exchange to A—— B——, or to anyone on his behalf.”

Commissions and Promotion of Officers.

Section IV.

PROMOTION, EXCHANGE, AND RETIREMENT—*continued.*

(d)—ON APPLYING TO RETIRE, OR ON APPOINTMENT TO THE INDIAN STAFF CORPS.

“I hereby declare, upon my honour as an Officer and a gentleman, that I have not, nor to the best of my belief has any person on my behalf or in my interest, directly or indirectly received or agreed to receive any sum of money, valuable security, or other thing in respect of [my retirement from the Regiment of] of [my appointment to the Indian Staff Corps], and I promise honourably and unreservedly that I will not receive the same or in any manner recognise or benefit by its receipt hereafter. In this declaration I do not refer to the sum which may be awarded to me by the Army Purchase Commissioners, or under the provisions of the Pay and Promotion Warrant.”

This declaration, omitting the concluding paragraph:—“In this declaration I do not refer to the sum which may be awarded to me by the Army Purchase Commissioners, or under the provisions of the Pay and Promotion Warrant”—will be signed by officers appointed to the Army since the abolition of purchase, on applying to retire on half-pay, to resign, or on appointment to the Indian Staff Corps, and by Quartermasters and Riding-masters on applying to retire.

4. The foregoing declarations must be drawn up in the officer's own handwriting, and must be read over in the presence of the officer commanding the corps, who will attach his certificate as witness to the declaration in the following manner, viz. :—

Declarations
how made.

Read over in my presence and signed before me this
day of 188 .

Signature of Commanding Officer

The declarations must also be subscribed by a second witness, who may be either an officer of standing in the Service or a civilian who is a householder. When the officer making a declaration is a commanding officer, his signature must be witnessed by an officer not under the rank of a Field Officer, and by a second witness who may be either an officer of standing in the Service, or a civilian who is a householder.

5. When an officer is on leave of absence or away from his corps, the declaration may be made before any General or other officer not under the rank of a Field Officer, in command of a district, garrison, or body of troops, or on the general staff of the Army; but in order to prevent the officer being put to any expense through travelling to a military station, for the purpose of making his declaration, the same may be made before a Justice of the Peace. When an officer is resident in a foreign country, or in a colony, where no British military

By absent
officers.

Section IV.

Commissions and Promotion of Officers.

PROMOTION, EXCHANGE, AND RETIREMENT—*continued.*

authority is accessible, the declaration may be made before a British Consul or Magistrate. Under these circumstances a second witness is not necessary.

Channel of communication.

Royal Artillery and Royal Engineers.

Applications to retire or exchange.

To retire or resign owing to misconduct.

Officers serving in Ireland.

Notifications in London Gazette.

Leave before joining on appointment.

6. All communications from officers on the full-pay of the army, on the subject of promotion and appointment, will be forwarded to the Military Secretary, for the Commander-in-Chief's consideration, through the officer commanding the corps and the General officer under whom they are serving; and officers are to confine themselves to these, the responsible and regularly constituted channels, in urging their claims. Applications respecting the promotion, exchange, or retirement of officers of the corps of Royal Artillery and Royal Engineers will be addressed to the Deputy Adjutant-General, Royal Artillery, and Deputy Adjutant-General, Royal Engineers, respectively.

7. Applications from officers commanding corps and regimental depôts for permission to retire or to exchange, are to be transmitted to the Military Secretary, through the General officers commanding the districts or stations where the officers proposing to retire are serving. But applications from other officers may be forwarded direct to the Military Secretary, through officers commanding corps or regimental depôts. In forwarding applications from officers to retire from the army, commanding officers are not to name officers to succeed to the vacancies.

8. Commanding officers in forwarding applications from officers to retire or resign their commissions, are, when such applications are the result of misconduct or owing to some proceeding on the part of the officers affecting their honour or character as gentlemen, to state all the circumstances and particulars in connection with the cases.

9. In the case of officers serving in Ireland, all communications regarding promotion, exchange, and retirement should be forwarded through the Commander of the Forces in Ireland.

10. The London Gazettes published by authority, in which all military appointments, promotions, exchanges, and removals are inserted, are transmitted by the Secretary of State for War to General officers commanding at home and abroad, to enable them to notify, in district orders, to all concerned, the promotions, exchanges, &c., of staff and regimental officers serving under their orders, and are to be considered as official notifications of the appointments, &c., so published.

11. Officers, on being newly appointed to commissions in the army, are to join their corps within two months from the dates of their appointment, or at such period as may be directed by the Adjutant-General. The period of two months is allowed to officers under the above circumstances, to enable them to provide themselves with the necessary equipment before joining.

Commissions and Promotion of Officers.

Section IV.

PROMOTION, EXCHANGE, AND RETIREMENT—*continued.*

12. Officers appointed from half-pay are, in like manner, to be prepared to join, or to embark for foreign service, as the case may be, within two months; and those exchanging or transferred from one regiment or battalion to another, within a period of one month.

From half-pay
or exchanging.

13. In the event of an officer failing to join at the expiration of the periods above authorised, he is to be reported in the subsequent regimental returns, "absent without leave" from the date of his appointment; and, if continuing absent for a month beyond the prescribed period, a special report of his absence is to be transmitted to the Adjutant-General, in order that, if no satisfactory account can be obtained as to the cause of his absence, his case may be brought under the consideration of the Commander-in-Chief, with a view to his appointment being cancelled.

Officers fail-
ing to join.

14. Officers, on joining their corps or dépôts, are to report themselves personally to the commanding officers. The same rule is to be observed on an officer joining any garrison or military station.

Officers to
report in
person.

15. All applications for exchange of corps between officers on full-pay, or for the transfer of an officer from one corps to another, are to be forwarded to the Military Secretary, accompanied by the declaration prescribed in para. 3; and are to be recommended by the respective commanding officers, who will certify "*that the exchange recommended does not originate in any cause affecting the honour, or character, or professional efficiency of the officer.*"

Exchanges on
full-pay.

16. The certificate of a military medical officer will also be required in each case, to the effect "*that the officer is in a fit state of health to serve at the station where the corps into which he applies to exchange is quartered.*"

Medical
certificate.

17. Applications for exchange from one battalion to another of the same regiment are to be forwarded to the Adjutant-General through the General officer commanding, and recommended by both commanding officers. Such applications will be accompanied by a declaration from each officer—certified by commanding officers—to the effect—"that the exchange recommended does not originate in any cause affecting the honour, or character, or professional efficiency of the officers," and further, "*that they do not intend to sell out or retire upon half-pay after effecting such exchange, but that it is their bonâ fide intention to join immediately and do duty with the battalion into which they exchange, the leave of absence which may have been granted to either or both being cancelled by such exchange.*" The certificate of a military medical officer will also be required in each case, to the effect "*that the officer is in a fit state of health to serve at the station where the battalion into which he applies to exchange is quartered.*"

Exchanges
between bat-
talions.

18. Regimental officers under orders to join a regiment or battalion on foreign service, or to embark with a corps destined

Exchange
when ordered
abroad.

Section IV.

Commissions and Promotion of Officers.

PROMOTION, EXCHANGE, AND RETIREMENT—*continued.*

for foreign service, will not be permitted to exchange into another corps, except on the ground of ill-health, certified by a military medical officer, and in such certificate it must be clearly stated whether the cause of the officer's inability to proceed abroad has or has not arisen subsequently to his having been ordered to embark.

Officers on
leave ex-
changing.

19. Officers on leave of absence wishing to exchange are to make their application at least one month before the expiration of the leave granted to them.

From one
battalion to
another.

20. When an officer exchanges, or is transferred on promotion, or otherwise, from one regiment or battalion to another, he is to continue to do duty with the regiment or battalion in which he is serving until orders have been received from the Adjutant-General as to his disposal. Officers have no choice as to the particular battalion in which they are to serve, but will be posted in the manner most conducive to the interests of the service.

Court of
inquiry on
officers taken
prisoners of
war.

21. With a view to prevent any officer who may have been taken prisoner by his own neglect, or by any other unofficer-like conduct, from obtaining any of the advantages laid down in the Royal Warrant, a court of inquiry is, as soon as possible, to be assembled by order of the General officer commanding the forces, to investigate the circumstances under which the capture took place. After having sifted the facts as far as may be in its power, the court is to state its opinion whether his capture is to be attributed to the chances of war to which he was exposed, or whether it occurred from any unofficer-like conduct on his part. The president and members of the court are to make the following declaration, previously to commencing the proceedings:—

“I, A.B., do declare upon my honour, that I will duly and impartially inquire into, and give my opinion as to the circumstances under which Captain C. D. became a prisoner of war, according to the true spirit and meaning of Her Majesty's orders and regulations on this head; and I further declare, upon my honour, that I will not, on any account, or at any time, disclose or discover my own vote or opinion, or that of any particular member of the court, unless required to do so by competent authority.”

The proceedings of the court are to be transmitted by the General officer in command of the forces to the Military Secretary.

Applications
to retire.

22. Commanding officers, in forwarding to the Military Secretary applications from officers holding saleable commissions, to receive upon retiring from the service the sum to which they may be entitled under the Army Regulation Act, 1871, are to transmit the military medical certificate required by the terms of the Royal Warrant relating to Pay and Promotion, Part I.; and also the declaration specified above in para. 3 (d). In

Commissions and Promotion of Officers.
Section IV.**PROMOTION, EXCHANGE, AND RETIREMENT—continued.**

all cases where the whole of the commissions have not been purchased, the foreign service of the officer is to be detailed.

23. Commanding officers, in forwarding to the Military Secretary applications from officers to retire from the army by sale of commission, or with a gratuity, are at the same time to transmit a certificate that all regimental claims against the officers retiring have been paid. In the event of any such claims remaining unliquidated, the officer's written consent for the amount of these claims being stopped from the sum which may be awarded to him by the Army Purchase Commissioners, or under the provisions of the Pay and Promotion Warrant, and for the amount being lodged in the hands of the regimental agent, for payment of the claims upon the order of the commanding officer, is to be appended. When there is a difficulty in obtaining information regarding the existence or amount of regimental claims, the consent of the officer retiring is to be obtained for leaving in the regimental agent's hands so much of the proceeds of the sum awarded to him by the Army Purchase Commissioners, or under the provisions of the Pay and Promotion Warrant, as may appear advisable to the commanding officer, who will report to the Military Secretary, at the earliest possible date, the full amount of all such claims.

Regimental claims.

24. In the event of an adjutancy falling vacant, a successor should at once be nominated. Officers who do not obtain a first-class certificate at the School of Musketry are not eligible for the appointment of adjutant, unless the corps should be serving abroad, in which case an officer may be appointed adjutant subject to confirmation, and to his obtaining the required certificate at a subsequent period. This last rule will also apply to officers promoted from the ranks, whether at home or abroad.

Successors to vacancies.

25. Officers who give in the resignation of their commissions, or who apply to retire on half-pay, are not, in consequence, to quit their corps, until their names shall appear in the London Gazette, or until they receive permission from competent authority to do so; but officers subject to compulsory retirement should not be retained on regimental duty beyond the date on which the term of service necessitating such retirement expires.

Quitting regiments.

26. Every officer under 25 years' full-pay service, who from wounds or ill-health contracted in and by the service shall become unfit for duty, and who shall be desirous of retiring temporarily upon half-pay, is to transmit his application to the Military Secretary through the commanding officer, accompanied by a certificate of a board of medical officers, explaining the cause of his becoming unfit for service; and stating the probable duration of his unfitness.

Temporary half-pay.

27. Every officer who is permitted to retire upon full or half-pay is to notify, in his application to retire, his intended

Place of residence.

Section IV.

Commissions and Promotion of Officers.

PROMOTION, EXCHANGE, AND RETIREMENT—*continued.*

place of residence. Any subsequent change of his address should be duly reported to the Under Secretary of State for War.

II.—EXAMINATIONS FOR PROMOTION.

Subjects.

Subjects.

28. The professional examinations required by the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. I), will comprise the following subjects, viz.:—

- (a) Regimental Duties.
- (b) Drill.
- (c) Military Law.
- (d) Duties in the Field.
- (e) Artillery (for Lieutenants of Artillery only).

Scope.

29. The scope of each subject will vary according to the rank for which the examination is required.

The various subjects (a) to (e) are detailed in a Syllabus (see Appendix No. II., page 429), which shows the scope to be required from Officers in each rank.

Examination
for each rank.

30. The examination for each rank will be as follows:—

- I. Quartermasters, Riding Masters, Warrant Officers, and Non-commissioned Officers, before promotion to the rank of Lieutenant, in subjects (a) and (b) as detailed for a Lieutenant before promotion. (A Warrant Officer or Non-commissioned Officer before being recommended for a commission, must also be in possession of a first-class certificate of education, including English history and general geography.)
- II. Lieutenants of all arms, before obtaining their first increase of pay, in subjects (a) and (b) only as detailed for Lieutenants before promotion. (This will not be required from those Lieutenants who have previously passed that standard of (a) and (b) on appointment under I.)
- III. Lieutenants of all arms, before promotion to the rank of Captain, in (a), (b), (c), and (d), as detailed for that rank, also (e) for Royal Artillery. (This examination in (a) and (b) will not be required from those who have previously passed it in the same standard on appointment under I, or before obtaining increase of pay under II.)
- IV. Captains of all arms, before promotion to higher substantive rank, in (a), (b), (c) and (d), as detailed for that rank.

31. When officers who have previously qualified are transferred from one arm of the service, or from one branch of Artillery, to another, they will be required to pass a further

Commissions and Promotion of Officers.
Section IV.**EXAMINATIONS FOR PROMOTION—continued.**

examination in the subjects which relate exclusively to the arm or branch which they join.

32. The following certificates will be accepted in lieu of examination, viz. :— Certificates' taken in lieu.

1. A first-class certificate at the School of Musketry, in lieu of examination in musketry subjects.
2. A certificate of having passed the long course of the School of Gunnery, or the course for Inspectors of Warlike Stores, in lieu of examination in subject (*e*). The former will also be accepted in lieu of examination in that portion of subject (*b*) which relates to Garrison Artillery.
3. A first or second class certificate on examination as Sub-Lieutenant, in lieu of examination in subjects (*c*) and (*d*), in rank of Lieutenant only.
4. A Staff College certificate in lieu of examination in subjects (*a*), (*c*), (*d*), and also (*b*), except the practical examination in that subject.
5. A certificate of having passed through the long or short course at the School of Military Engineering in lieu of the practical examination in Fortification.
6. Officers who have been recorded as fully qualified for promotion, under previous regulations, will not be required to be examined further in their present rank. The cases of those who have partly qualified under previous regulations will be specially considered.
7. Officers who were Second Lieutenants on the 30th June 1881 may, if they prefer it, obtain their first increase of pay after the prescribed period of service on passing it in the lower standard of (*a*) and (*b*), hitherto required for promotion to Lieutenant, but examination in that standard will not, in any case, be accepted as qualifying for promotion to the rank of Captain under paragraph 30 (III).

33. When an officer has fully qualified for promotion, a notification thereof will be made to the General Officer Commanding by the Director-General of Military Education. Such notification will be the authority for the return of the officer in the confidential reports as "passed for promotion," and should be quoted in support thereof. Certificates of Qualification.

Special certificates will be awarded to those who pass a superior examination in (*c*) and (*d*), or in (*e*).

The standard for qualification and for the special certificate is explained in Appendix, No. II. See page 429.

Section IV.**Commissions and Promotion of Officers.****EXAMINATIONS FOR PROMOTION—continued.***Boards of Examination.*

Selection of
officers for
Boards of
examination.

34. For the purpose of conducting these examinations General Officers Commanding Districts at home and Stations abroad will select as examiners qualified officers of the various arms of the service, sufficient in number to conduct all the examinations within their command, as required in paras. 35 and 37 of this Section. Boards are to be formed exclusively from these officers according to the constitution required in each case. General Officers are authorized to exempt at their discretion the selected officers from serving on other Garrison Boards.

Composition
of Boards for
examination
in (a) and (b).

35. For the examination of all ranks in subjects (a) and (b) Boards will be assembled by General Officers Commanding Districts or Stations from time to time as required. They will consist of a Field Officer as President, and two or more Field Officers or Captains who are qualified for field rank, as members; at least one, and if possible two, members should belong to the same arm of the service, and in the case of Artillery to the same branch, as the officers under examination. On no occasion, when it can be avoided, is an officer of the same regiment or battery as the candidate to be a member.

Manner of
conducting
examination.

36. These examinations will be conducted entirely by the Board, in accordance with the instructions contained in Appendix, No. II. As many candidates as possible should be examined together in order to reduce the labour and time necessary for the preparation of the papers of questions.

Examination
of Lieutenants
and Captains
in (c) to (e).

37. For examination, in subjects (c) to (e), of Lieutenants and Captains of all arms qualified under para. 42, Boards will assemble three times a year, viz., on the first Tuesday in the months of February, June, and December, and following days, in accordance with the programme contained in Appendix, No. II. These Boards will consist of not less than three members appointed from among the Officers selected as examiners in the command. A Field Officer should preside whenever possible. Where a Garrison Instructor is available he will attend the Board and render such assistance as may be necessary. The examination will be conducted chiefly by printed questions, sent by the Director-General of Military Education, but partly by practical examination on the ground.

Field fortifi-
cation.

38. At stations where means are available the examination in field fortification will be partly practical, and in such cases an Engineer Officer not under the rank of Captain will be added to the Board to assist in conducting that portion of the examination.

Proceedings of Boards.

Reports of
Boards.

39. The report of the Board is to be made on Army Form A 2 (late W. O. Form 263), and forwarded to the General or other officer commanding. The printed or written questions and

Commissions and Promotion of Officers.

Section IV.

EXAMINATIONS FOR PROMOTION—*continued.*

answers must be transmitted with the proceedings, accompanied by a certificate from each candidate that "he has not received any assistance during the examination from books or other sources."

40. The General Officer Commanding the District or Station will deal with the reports as follows :—

Disposal of reports

- (a) In the case of Quartermasters, Riding-Masters, Warrant Officers, and Non-commissioned Officers selected for promotion to Lieutenant, he will transmit the report for confirmation to the Director-General of Military Education, expressing his concurrence, or otherwise, in the opinion of the Board, and enclosing the written questions and answers.
- (b) In the case of the examination of Lieutenants and Captains in subjects (c) to (e), he will transmit the report to the Director-General of Military Education, accompanied by the packets containing the answers sealed by the Board, in accordance with the instructions contained in the Appendix.
- (c) In the case of Lieutenants and Captains examined in subjects (a) and (b), he will himself confirm or disapprove the proceedings of the Board, and his decision shall be final. When the result is successful he will make an immediate report thereof to the Director-General of Military Education, and will notify it in the orders of his command, and such notification will be the authority for the return of the officer as being qualified to appear before the periodical Board for examination in subjects (c) to (e). Each officer will be at once furnished by his commanding officer with a certified copy of the order containing this notification. The proceedings of the Boards, together with the written questions and answers, will be transmitted for record to the Director-General of Military Education, who will retain a general supervision over the examinations with a view to ensuring an uniform standard throughout the Army.

41. A certificate of proficiency in riding, where riding is a subject of examination, must be appended to the proceedings of the Board. This may be obtained as laid down in para. 52 (e), or may be granted by the General Officer Commanding, after personal examination by himself or by a Field Officer specially deputed by him. The Staff College certificate includes riding.

Riding certificate.

Attendance at Examination.

42. Officers will not be permitted to present themselves for examination in subjects (c) to (e) until they have passed in

Service required before eligible for examination.

Section IV.

Commissions and Promotion of Officers.

EXAMINATIONS FOR PROMOTION—*continued.*

subjects (a) and (b). The examination in (a) and (b) will be permitted only after the following periods of service, viz.:—

Lieutenants—After being dismissed from all drills, and having not less than one year's service.

Captains—Not less than six years' service, of which at least one in the rank of Captain.

Half-yearly
return of
candidates for
examination.

43. General Officers Commanding at home and abroad will forward, so as to reach the Director-General of Military Education not later than the 1st January, 1st May, or 1st November, a return in the prescribed form of all Officers in their command who are desirous of being examined in subjects (c) to (e) in the following month. This list should be accompanied by certificates from Commanding Officers in each case that the officer is qualified under the preceding paragraph. A Lieutenant of Artillery may, if he prefers it, be examined in subject (e) on a separate occasion.

Officers on
leave of
absence.

44. Officers of regiments serving abroad who may be on leave in this country, will be permitted to attend the examinations referred to in para. 37, if qualified as in para. 42, but except under special circumstances, the examinations referred to in para. 35 must be passed by Officers while serving with their regiments. Application for such permission must be made to the Director-General of Military Education by the dates mentioned in the preceding paragraph.

Examinations
in India.

45. The examination of officers serving in India, and all correspondence connected therewith, will be conducted under the orders of the Commander-in-Chief in India, who will report to the Director-General of Military Education for record all cases of successful examination; but the questions in subject (e) will, in the case of officers in India, be furnished through the Deputy Adjutant-General, Royal Artillery, Horse Guards.

III.—GARRISON INSTRUCTION, &c.

Garrison
classes.

46. To assist officers in preparing for examination in subjects (c) and (d) there will be two courses of instruction in the year, lasting for four months each, commencing at Home stations, at the Cape, and at Halifax on the 1st February and 1st August, and at Malta and Gibraltar on 1st February and 1st October.

Officers at-
tending may
be struck off
duty.

47. Officers will be permitted, so far as the exigencies of the service allow, to be struck off all duties for the purpose of attending a course of instruction once in the rank of Lieutenant, and once in the rank of Captain, but not until they have passed the examination in subjects (a) and (b) prescribed for their rank. They will be expected to have prepared themselves by private study to derive full advantage from the assistance of the Instructor. Officers not so prepared, or who show inattention in the classes, may be recommended by the Instructor to the General Officer Commanding to be remanded to their corps.

Officers may
attend with-
out being
struck off
duty.

48. Officers will be permitted to avail themselves at all times of the garrison classes where they are quartered (provided that

Commissions and Promotion of Officers.
Section IV.**GARRISON INSTRUCTION, ETC.—continued.**

room can be found for them), but they will not be struck off duty for the purpose of attending these classes.

49. Officers of regiments serving abroad, who may be on leave in this country, will be permitted to join the garrison classes, if room can be found for them. Applications for this purpose, accompanied by the certificate of having passed in (a) and (b), must be made to the Director-General of Military Education by the dates named in para. 50. Officers on leave.

50. General Officers Commanding Districts at home will send to the Director-General of Military Education on the 1st January and 1st July a return on the prescribed form of officers whom they recommend to join the garrison classes. Return of officers recommended.

51. General Officers Commanding Stations abroad where there are Garrison Instructors will make their own arrangements for the formation of classes at the dates named in para. 46, reporting the same to the Director-General of Military Education. Formation of classes abroad.

52. Riding classes for officers of Infantry, Engineers, and Garrison Artillery desirous of attending them will be formed by General Officers commanding during the winter months at all stations where there are facilities for doing so, under the following regulations:— Riding classes.

- (a) The class will last from six weeks to two months, according to the decision of the General Officer commanding.
- (b) Officers once joining a class cannot cease attending it without permission of the General Officer commanding.
- (c) The fees to be paid by an officer joining the class will be two guineas to the Riding-Master; and 2s. 6d. per week to the soldier looking after the troop-horse ridden by the officer.
- (d) An officer is not to ride his own horse unless he produces a certificate that the horse has been broken as a charger in a Cavalry or Artillery riding-school. The fee for so breaking a horse is one guinea.
- (e) A certificate of proficiency in riding will be given at the end of the course by the Riding-Master, which should be countersigned by the Commanding Officer and the General Officer commanding.

53. Every Captain of Artillery and Engineers will be permitted once, at his own request, and prior to promotion to Major, to be attached to a regiment of Cavalry or battalion of Infantry for any period not exceeding three months during the drill season, and the Officer Commanding such regiment or battalion will be directed to afford him every facility towards acquiring the practical knowledge in the field which is required of him before promotion. Captains of Artillery and Engineers.

N.B.—Sections and paragraphs to be quoted, not pages.

(Q. R.)

D

SECTION V.—GENERAL OFFICERS AND STAFF.

- I.—General Officers Commanding.
 - II.—Inspections and Confidential Reports.
 - III.—Inspectors-General and Commanding Officers of Artillery and Engineers.
 - IV.—Staff Officers.
 - V.—Commisariat and Transport Staff.
 - VI.—Military Staff Clerks.
-

I.—GENERAL OFFICERS COMMANDING.

Maintenance
of discipline.

1. It is by the zealous exertions and constant superintendence of General officers, that the system of discipline laid down in these regulations, and which is essential to the reputation and success of Her Majesty's arms, is to be maintained.

Duties in the
field.

2. General officers entrusted with command in the field are responsible, not only for the discipline of the troops and their constant preparation for active service, but likewise—in case of attack—for the immediate and advantageous disposal of every description of force placed under their control. They are to inform themselves of the resources of their respective commands in regard to provisions, labourers, horses, and the means of transporting troops and stores, and to obtain an accurate knowledge of all the strategic features of the country, of fortified places and their means of defence, and of every particular which may increase their power of acting with advantage against an enemy.

Authority
necessary to
raise forces in
Her Majesty's
colonies.

3. Whenever it may be necessary to raise an auxiliary force either of Europeans or natives in any of Her Majesty's colonies for service in the field, authority will be obtained from the Secretary of State for War if time admits of it; but in cases where this is not possible, the General or other officer by whose orders and authority the force is raised will at once communicate to the Secretary of State for War (by telegraph, when available) the conditions and terms under which the men have been enlisted, and specifying the rates of pay and allowances offered, and the arrangements for the supply of rations, arms, accoutrements, &c.

Competency
of staff officers
to be ascer-
tained.

4. Generals commanding are also to ascertain that the general and staff officers under their command are well versed in their several duties, and competent, both from general intelligence and acquired local information, to render that assistance which the nature of their appointment requires.

General Officers and Staff.

Section V.

GENERAL OFFICERS COMMANDING—*continued.*

5. General officers in command are to be prepared at all times to afford the Commander-in-chief any information he may require, as to the efficiency of any particular corps with regard to its discipline, equipment, and preparation for immediate service. To be prepared with information.
6. General officers are to inspect every corps soon after its arrival within their command with a view to ascertain and specially report, if necessary, upon its state and condition with respect to its general efficiency and equipment. To inspect corps on arrival.
7. There is no part of the duty of a General officer in command more important than that of watching, with a view to ensure uniformity, the system pursued by the respective commanding officers of corps of all arms serving under his orders, in granting indulgences to the soldier, in awarding minor punishments, and especially in the adoption of measures for the prevention of drunkenness. Discipline cannot be generally or effectually maintained if commanding officers are permitted to practise different systems. Uniformity of regimental system.
8. General officers in command are at the same time recommended to avoid everything which has a tendency to multiply unnecessary correspondence with commanding officers of corps, such as the calling for returns and other documents not specified in the regulations of the service, and which are not essential to the efficient exercise of command. Unnecessary correspondence.
9. General officers commanding will not permit the scales of issues for the troops laid down by Royal Warrant to be departed from. At home stations, in case of it being necessary for any special reason to depart from the authorised scales, previous reference should be made to the Secretary of State by telegraph (if necessary). At foreign stations, if a General officer considers it indispensably necessary for the health and comfort of the troops under circumstances of peculiar and pressing emergency, to depart from the authorised scales, he may give a written authority for the extra rates, reporting fully his proceedings to the Secretary of State by the first mail, or by telegraph, if the same is available. Authorised scales of issues for troops.
10. General officers commanding are to impress on all commanding officers and heads of departments under their command having charge of public property, that under no circumstances are they justified in permitting it to be used for other than the public service. Public property.
11. General officers commanding are to forbid the encroachment of officers or soldiers on manors, or their interference with the manorial rights of individuals, and are also to secure farmers from any inconvenience and damage which might arise from officers or soldiers trespassing over their grounds. Prevention of trespass on private property.
12. They are to keep up an intercourse with the Magistrates and other civil authorities, in order to ensure confidence and facility of communication when circumstances may require the co-operation of the civil and military power. Intercourse with civil authorities.

Section V.

General Officers and Staff.

GENERAL OFFICERS COMMANDING—*continued.*

Harvesting.

13. There will be no objection to soldiers being allowed, at the discretion of General officers in command, to assist in collecting the harvest, when application is made for that purpose, provided that the employment of the population is not thereby interfered with. Such permission, however, will not be granted in cases where strikes or disputes between farmers and their labourers exist. In such cases applications for the assistance of soldiers are to be forwarded to the Adjutant-General, for immediate submission to the Commander-in-chief for the information of the Secretary of State for War.

Riots and disturbances.

14. In any case where the troops have been engaged in riots, either amongst themselves or with civilians, a report thereof is to be immediately made by General officers commanding to the Adjutant-General, to whom the result of subsequent inquiry into occurrences of this nature is to be also communicated.

Great gun exercise and instruction in field work.

15. General officers commanding are to make the necessary arrangements—in concert with the commanding officers of artillery in forts and garrisons—for having officers and soldiers of cavalry and infantry instructed in gun exercise whenever practicable. A short course of instruction in field works is also to be gone through by the infantry at all stations, where practicable, under the superintendence of the Commanding Royal Engineer of the district. A Manual of Elementary Field Engineering has with this object been distributed to regiments of infantry. General officers will make arrangements for this instruction being carried on continuously by regiments or companies. Not less than one company is to be instructed at a time, and the men should, when possible, be taken off all other duties.

Encamping troops in winter.

16. In the United Kingdom, General officers are not to place troops under canvas during the period from 1st October to 30th April, without the previous sanction of the Commander-in-Chief obtained through the Quartermaster-General.

General officers not to change their quarters.

17. General officers are not at any time to change the quarters assigned them, nor under any circumstances to quit their commands without special permission. In applying for temporary leave of absence from the Commander-in-chief, they are to report to the Adjutant-General the name and rank of the officer on whom their command will devolve.

Books, &c., to be handed over to successor.

18. When any General or other officer relinquishes his command, he is to deliver to the officer who succeeds him all official books and records relating to the station under his command, and any documents, confidential or otherwise, which he may have received in his official capacity from the Commander-in-chief or from the Secretary of State for War.

Returns, &c., required if the command is broken up.

19. When troops are entirely withdrawn from any foreign station, or from an expedition on active service, all official records and returns appertaining to the command are to be made up to the period of the troops quitting the station, or of

the command being broken up, and to be transmitted to the Adjutant-General.

II.—INSPECTIONS AND CONFIDENTIAL REPORTS.

20. It is essential to the good of Her Majesty's Service that the Commander-in-chief should be made thoroughly acquainted with the actual state of every corps, as well with regard to its field exercise, as to its interior economy and good order, and that he should have—as far as possible—a personal knowledge of the merit and capacity of officers, and more especially of those in command of corps, of all arms, with a view to their being selected on future occasions for situations of greater responsibility.

Object of inspections.

21. General officers commanding at home are therefore required during the month of July in each year, or as soon afterwards as circumstances will permit, to make a searching and minute inspection of each of the several corps under their orders, and to report fully and unreservedly upon its efficiency in every particular. A similar annual inspection is to be made by general officers abroad, at the most convenient season, according to the climate.

Period for inspection.

22. The inspection reports will be in two parts—

Inspection reports.

Part No. 1 relating to the general efficiency of the battalion in all its details, will be addressed to the Adjutant-General. This report ought to give the result of continued intercourse and observation, and not be confined to an inspection at any particular time. Every officer entrusted with the command of a brigade is expected to make himself so conversant with the interior economy and actual state of every corps of which it is composed, as to be able when called upon at any time to furnish, from his own personal knowledge and observation, such information as may be required on any subject connected with the efficiency of the corps.

Part No. 2 comprising a full and exhaustive report upon the personal efficiency, conduct, character, acquirements, and services of every officer in the regiment, and of all military staff-officers in the district, will be addressed to the Military Secretary on Army Form B. 194 (late W. O. Form 1114). For officers of the Royal Artillery and Royal Engineers it will be sufficient if the front portion of the form alone is filled up, the record of service on the back being left blank and ruled through. This applies to all officers of these corps whether doing duty with batteries and companies of the corps or otherwise employed. For officers of the Commissariat and Transport Staff, Army Form C 307 (late W. O. Form 715 A) will be used. For officers belonging to the Army Medical Department, Army Forms C. 337 and C. 339 (late W. O. Forms 780 and 780A). Inspecting officers of auxiliary cavalry districts and officers commanding regimental depôts are required to report, annually, through the

Section V.

General Officers and Staff.

INSPECTIONS AND CONFIDENTIAL REPORTS—*continued.*

Inspector-General of Cavalry and General officers commanding districts respectively, to the Military Secretary on Army Form B. 194, on all officers of the cavalry and infantry of the line serving as Adjutants with the auxiliary forces. Annual reports are also to be made on officers of the Royal Artillery and Royal Engineers who are serving as Adjutants with the Auxiliary Forces. In the former case, the officer commanding Auxiliary Artillery, under whom the Adjutant is serving, will forward his report, through the officer commanding Royal Artillery of the district, to the Deputy Adjutant-General, Royal Artillery; in the latter, the report will be prepared by the field officer of Royal Engineers who inspects the corps, and forwarded, through the Commanding Royal Engineer of the district, to the Deputy Adjutant-General, Royal Engineers.

Selection for
promotion.

23. By these reports the Commander-in-chief will in great measure be guided in the selection of officers for promotion to higher grades in the service, and for employment upon the general staff. It will therefore be incumbent upon every commanding officer to devote the most earnest care and consideration to the correct and impartial compilation of a document upon which the professional prospects of his officers will mainly depend.

Sub-reports.

24. In the case of a portion of a battalion being detached from head-quarters under a field-officer for any period exceeding six months, the officer commanding the corps will call upon the field-officer of the detachment to furnish him with such reports on each officer as may enable him to complete his own report. The sub-reports may be called for by the inspecting officer.

Responsibility
for correct-
ness.

25. It will be a most responsible duty of the inspecting general to investigate every entry, and to ascertain the correctness of those columns which apply to matters of fact, and the justice of the conclusions come to in those referring to matter of opinion. He will state fully his own opinion in each case, and will himself report upon the commanding officer and field officers of the regiment. These reports will be strictly confidential and privileged documents, in no case to be made public, except under the restrictions specified in the next paragraph.

Adverse
reports.

26. Whenever an officer is disadvantageously reported upon, he will be officially informed by the Military Secretary of the particulars of such report. If the result of the report is to disqualify the officer for further promotion, he will be so informed. If reported for reasons which may be removed by amendment or study, he will be cautioned, and, when more favourably reported upon, his claims may be reconsidered.

Transmission
of reports.

27. The inspection reports of General officers commanding brigades are to be addressed to the General officers commanding divisions or stations, who will state whether they concur in the reports, adding such further remarks as may enable the Com-

INSPECTIONS AND CONFIDENTIAL REPORTS—*continued.*

mander-in-chief to become thoroughly acquainted with the state of the corps in their command. These remarks of the Generals of division are not to be made in a covering letter, but are invariably to be written on the inspection reports of the several corps, in continuation of the remarks of the inspecting officer.

28. The queries in the confidential reports are of so precise a nature as to require few detailed directions for filling them up. The following general instructions, it is considered, will be sufficient for the purpose, and inspecting General officers are enjoined to be guided by and to act up to them:—

Preparation of
confidential
reports.

- a. They should not be satisfied with brief replies in the negative or affirmative; reports so drawn up do not furnish the Commander-in-chief with those particulars relating to the officers of a regiment which should enable him with due discrimination to benefit the meritorious or to note the undeserving;
- b. It is not sufficient to state that a commanding officer has zeal, or that he maintains a well regulated discipline; zeal may be unaccompanied by talent for command, and the system of discipline may have been established by others;
- c. Amongst the field officers and captains there must be some superior to others, and they should be specially brought to notice, and not all be classed in the same category;
- d. All questions of importance should be specially and decidedly reported upon in a manner that will place the Commander-in-chief in full possession of the actual state of a regiment as regards all ranks, and this can only be effected by General officers entering into detail, and giving their answers fully, fearlessly, and conscientiously, on every matter brought to their notice, or coming under their actual observation, whether it be one requiring praise or censure.

29. On the inspection of a corps the General officer is to call upon one or more of the majors and captains and subaltern officers—provided the latter shall have been doing duty for a reasonable period with the corps—the majors and captains to put the corps, and the subalterns a troop, battery, or company, through their exercise, field movements, and evolutions; such officers to be selected indifferently, and without previous notice given to them or to the commanding officer, in order that it may be ascertained whether due attention has been shown to the instruction of every officer, whether opportunities have been afforded to them of becoming acquainted with every part of their duty, and whether they have availed themselves of such opportunities.

Testing of
captains and
subalterns in
drill.

30. General officers are, as a rule, to be accompanied on their tours of inspections by one staff-officer only. When special circumstances require their taking a second, a full explanation of the necessity which called for their so doing is to be given

Staff officers
at inspections.

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General Officers and Staff.

INSPECTIONS AND CONFIDENTIAL REPORTS—*continued.*

when transmitting claims for travelling expenses. Officers below the rank of General officer are not entitled to be accompanied by a staff-officer on tours of inspection.

All available
men to attend
inspections.

31. Inspecting Generals are to see that every officer, non-commissioned officer, and man whose absence from parade is not absolutely indispensable, attends at inspection parades, in order that it may be satisfactorily shown that the military efficiency of all ranks is properly maintained. The column "*On Duty*" in the inspection return which accompanies the confidential report, should only include such men as are unable, from the nature of their duties, to attend the parade.

Officers'
messes and
regimental
bands.

32. General officers in command will, at their annual inspections, report fully upon the ordinary expenses of messes as well as the special expenses caused by entertainments, and upon the general conduct of regiments in these particulars, with especial reference to the regulations on this head contained in Section 7. They will ascertain whether the letter and spirit of the regulations in regard to the management of officers' messes and the establishment of regimental bands are strictly complied with; and bring to the notice of the Commander-in-chief every instance in which they may observe any deviation therefrom.

Dress and
appointments
of officers.

33. With a view of effectually insuring uniformity and of protecting officers from unnecessary expense, General officers are especially to direct their attention to the dress and appointments of officers; and should they ascertain on comparing them with the sealed patterns in their possession, and with the orders laid down in the Dress Regulations, that any alterations or additions not sanctioned by authority have been introduced, they will specify in their report the nature of such alterations or additions, and cause the regulations to be immediately observed.

Clothing of
men.

34. They are invariably to require to be produced to them the sealed patterns which are directed by the Clothing Regulations to be sent to, and to be deposited at, the head-quarters of every regiment; they are minutely to inspect and compare the clothing of the troops with the patterns, in order to ascertain whether the different articles have been made up in strict conformity thereto; and should any unauthorized deviation from the regulations be observed, they are at once, without referring to other authority, to direct the orders on this head to be strictly complied with.

Growth of
hair, &c.

35. They are also to see that the prescribed rules regarding growth of hair, beards, and moustaches are observed by all ranks. See section 7, para. 20.

Books and
accounts.

36. At every yearly inspection it should be ascertained that each troop, battery, or company, as well as every officer and sergeant, is in possession of copies of the latest editions of all books required by the regulations, and also that each corps is in possession of all general orders and official circulars in force at the time. The regimental and troop, battery, or company

INSPECTIONS AND CONFIDENTIAL REPORTS—*continued.*

books should be examined, and any deviation from the prescribed manner of keeping them should be pointed out. The paymaster's public account books should be produced to the inspecting General in the same manner as other regimental books.

37. Particular attention should be given to the examination of the regimental and troop, battery, or company defaulter-books, with a view to ascertain how offences are dealt with in each corps, and whether due discrimination and judgment are evinced in awarding punishment. The confidential report should contain a full statement of the result of the inspecting General's examination of the defaulter-books.

Examination
of defaulter-
books.

38. The manner in which officers or soldiers should proceed to obtain redress for any grievance under which they may conceive themselves to be suffering, is prescribed in the Army Discipline and Regulation Act, and if they should desire to bring their grievances to the notice of an inspecting General officer, they are to be afforded an opportunity of doing so. When claims are advanced by soldiers they are to be fully and distinctly stated, with such explanations annexed as may be necessary, with a view to their being duly investigated and adjusted. Commanding officers of corps are, however, to be instructed that the yearly inspection is not the period at which claims are in ordinary cases to be brought forward for adjustment.

Complaints
and claims.

39. The Register of cooking will be produced at all yearly inspections, and in reply to the query of the confidential report referring to this subject, General officers will make such remarks as may appear to be necessary in respect to the disposal of the refuse fund, and the system of messing and cooking generally.

Cooking.

40. Whenever an inspecting General officer may have occasion to point out defects, he is to mention in his report not only the defects themselves, but also the directions he has given with a view to their rectification. He is to direct that his orders on these occasions are to be inserted in the permanent order book of the regiment, and he is to transmit a copy of them, with his report, to the Adjutant-General. He is also to state in his report in what manner and with what effect the orders issued at the previous inspection have been obeyed. In cases where it may be necessary to repeat or call attention to such previous orders, they should not be referred to in general terms, but the particulars on which they were founded should be fully given.

Orders of
inspecting
officer how
carried out.

41. The annual inspection of Cavalry regiments serving in Great Britain and Ireland, and the Cavalry Depôt, will be made by the General officers commanding Districts, as well as by the Inspectors-General of Cavalry. The Inspectors-General of Cavalry will be required to confine their inspections more particularly to all technical subjects, such as equipment, equitation, horses, drill, &c., and the General officers commanding Districts to the discipline and interior economy of

Inspection of
cavalry.

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General Officers and Staff.

INSPECTIONS AND CONFIDENTIAL REPORTS—*continued.*

regiments. Reports of these inspections will be rendered upon Army Forms B. 108 and B. 107 respectively (late W.O. Forms 755 and 757), which have been specially prepared for the purpose. The Inspectors-General of Cavalry will make their inspections in the summer, or early autumn, whilst the General officers commanding Districts will do so during the month of April.

Reports on
cavalry
officers.

42. The Inspectors-General of Cavalry will make the reports on individual officers on Army Form B. 194 (late W.O. Form 1114); but it will not be necessary for them to fill up that portion of the form having reference to an officer's record of service except in the case of regiments stationed at Aldershot and the Curragh. General officers commanding Districts will furnish, annually, reports, together with the records of service, on the individual Officers of all Cavalry regiments serving in the United Kingdom, excepting those stationed at Aldershot and the Curragh.

Inspection of
depôts, Com-
missariat and
Ordnance
Store Corps
and A. H.
Corps.

43. Regimental depôts, the Commissariat and Transport Corps, Ordnance Store Corps, and Army Hospital Corps, are to be considered a portion of the force to be inspected and duly reported upon by General officers commanding at their yearly inspections.

Annual
district
report.

44. General officers commanding at home and abroad will also furnish annually, on the 1st of January, a comprehensive report on the state of their command, showing all that has occurred in it during the preceding twelve months.

The following subjects should be reported upon, viz.:—Discipline and health of the troops generally, care being taken to show whether there has been any unusual increase or decrease in crime or sickness, and to explain, if possible, the causes leading thereto.

- a. The efficiency, &c., of regiments and corps, individually, are to be reported upon on Army Form B. 113 (late W.O. Form 19), which should invariably accompany the annual report, and should include all regiments that are at present, and have been, stationed in the command during the year. Where there are brigades this form should be filled up by the Brigadiers, the General officer commanding the District adding such remarks as he may deem necessary.
- b. Efficiency of the auxiliary forces in general terms.
- c. The general condition of the defences, barracks, and huts (if any), and the progress of military works. With regard, however, to barracks and other buildings, it will be better to avoid bringing forward questions of repair and maintenance, unless they have *previously* been included in the statements of Barrack Services, furnished annually by General officers commanding.
- d. Working of any new regulation, or system that may have been introduced, or the utility, &c., or otherwise, of any new arm or equipment supplied to the troops.

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INSPECTIONS AND CONFIDENTIAL REPORTS—*continued.*

- e. Upon any other question which may occur to them to be of interest.
- f. A separate report should also be forwarded at the same time, containing a few words on the qualifications of each staff officer and head of department in the command, and is to be in addition to that furnished to the Military Secretary on Army Form B. 194 (late W.O. Form 1114).

45. General officers are to understand that, although the formal inspection of corps takes place annually, they are not to limit their visits to the several stations within their command to one in the year.

Visiting
stations.

46. An inspecting General, not being the General officer commanding the district, is not to interfere either with the orders and regulations laid down in the several districts or commands at home, or with the immediate control and supervision of the General officers in charge of such districts; but he is to report to the Commander-in-chief on all matters in his own branch of the service not locally connected with such districts. Before such inspections are made the general officer of the district should be communicated with.

Restrictions in
regard to local
matters.

III.—INSPECTORS-GENERAL AND COMMANDING OFFICERS OF ARTILLERY AND ENGINEERS.

47. The Inspector-General of Artillery will, as far as practicable, inspect the entire force of Royal Artillery in the United Kingdom annually, subject to any special instructions which he may receive from the Commander-in-Chief. This inspection will be conducted in the most searching manner, and will embrace both the *personnel* and *matériel*. An adherence to the strictest uniformity in drill, equipment, and dress is to be enforced throughout the corps. The ability of officers to perform the various duties, &c., required of them is to be tested and reported on.

Inspector-
General of
Artillery.

48. In the inspection of the artillery of a fortress or battery, especially for sea defence, the greatest attention will be paid to the efficiency of the armament, and the due provision and proper distribution of ammunition and artillery stores in charge of the commanding officer of artillery. The Inspector-General will satisfy himself of, and report on, the state of efficiency and readiness of officers, non-commissioned officers, and men with regard to their various duties as artillerymen, and ascertain that their familiarity with all details and circumstances of the works entrusted to them for defence is such as to ensure at all times prompt and effective action when called for.

Garrison
ordnance.

49. In the inspection of field artillery the Inspector-General will ascertain that the drills and movements are performed with

Field artillery.

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General Officers and Staff.

INSPECTORS-GENERAL AND COMMANDING OFFICERS OF ARTILLERY
AND ENGINEERS—*continued.*

regularity and smartness; that each officer (of sufficiently long standing) is able to drill a battery correctly; that the non-commissioned officers, gunners, artificers, and trumpeters understand and properly perform their respective duties; that the horses are in good condition; and that the guns, carriages, ammunition, harness, and stores of all kinds are complete and in good order.

Inspector-General of Fortifications.

50. The Inspector-General of Fortifications, who is also the Director of Works, is to be considered as a General officer on the staff of the army, holding the position of a divisional General as regards the corps of Royal Engineers, at the same time that he conducts the department connected with military engineering, fortifications, barracks, and other works.

Duties in regard to discipline.

51. The Inspector-General of Fortifications will advise the Commander-in-chief on all questions relating to the employment and technical instruction of the Royal Engineers; and will submit to him all general arrangements relating to the distribution both of the officers and men of the corps. He is empowered to make his inspections and submit recommendations regarding the corps, at such times as he may think proper.

Special duties.

52. Subject to the general supervision of the Inspectors-General of the two corps and to their responsibility to the Commander-in-chief, as commanding officers of corps, for the military discipline of the officers and men under their command, the officers commanding Royal Artillery and Royal Engineers are further charged with the following special duties, viz.:—

Officer commanding artillery.

a. The officer commanding the Royal Artillery in a district or station is charged with the care and preservation in a state of efficiency of the armaments mounted in fortresses, and of all guns, ammunition, and artillery *matériel* in charge of the officers and men under his orders. He will put forward in the prescribed manner requisitions for keeping these armaments and stores up to the regulated proportions. At foreign stations the inspector of warlike stores is under the orders of the officer commanding the Royal Artillery in regard to his duties as inspector.

Commanding engineer.

b. The Commanding Royal Engineer is responsible for the superintendence and charge of the lands, works, roads, fabric of military buildings, and property of the War Department within his district, and for the care and preservation in a state of efficiency of all submarine mining stores placed in his charge; also for the efficient direction and control of the professional duties assigned to all the corps of Royal Engineers, such as the conduct of all engineering operations connected with the attack and defence of fortresses; submarine mining; the superintendence and execution of all field-works, the work-

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INSPECTORS-GENERAL AND COMMANDING OFFICERS OF ARTILLERY AND ENGINEERS—*continued*.

ing arrangements of all permanent military telegraph stations, electric and visual, as well as the construction and maintenance of military telegraphs; and for road-making, bridging, military mines, demolitions, the making of surveys, and such other military engineering duties as the General officer under whom he is serving may direct

53. In addition to the duties which devolve separately on the officers commanding the Artillery and Engineers, these officers are conjointly responsible for the artillery and engineer arrangements appertaining to the defence and attack of fortified places. The intimate connection that exists between the artillery and engineer branches of the service renders necessary the most cordial co-operation on the part of the officers in command.

Conjoint duties.

54. Inspectors and Assistant Inspectors of Warlike Stores will be appointed according to the provisions of the Royal Warrant relating to pay, &c., Part I. Previously to appointment these officers will have to pass through a course of instruction in the manufacturing departments and receive a certificate of competency from the respective superintendents.

Inspectors of Warlike Stores.

55. When projects for attack and defence, or for alterations to existing defensive batteries or armaments are being prepared, the commanding officers of Artillery and Engineers should consult together and jointly consider the character, position, and relative importance of the offensive or defensive batteries, the number and nature of the guns, their direction of fire, the number of traverses, and position and size of magazines, shell-rooms, and other buildings required for artillery purposes; the position of submarine mines and their protection by artillery fire. It will be the duty of the engineer to design the batteries to meet, as far as circumstances will admit, the requirements of the artilleryman. Should there be difference of opinion, any remarks which the commanding officer of artillery may have to offer upon the subject should accompany the plan when transmitted for approval. In all cases where projects for seaward defences, including passive obstructions and submarine mines, or for alterations to such defences, are being prepared, the General Officer Commanding will communicate with the Senior Naval Officer at the station with a view to his detailing a naval officer to be associated with the Officer Commanding Royal Artillery and the Commanding Royal Engineer in framing a joint report on the subject.

Projects for attack or defence.

Seaward defences.

56. When it is necessary to make proposals respecting new armaments, or changes in existing armaments, the commanding officers of Artillery and Engineers will prepare a joint report, which, with illustrative plans, will be forwarded through the General officer commanding to the Adjutant-General for submission to the Commander-in-chief and Secretary of State for

New armaments.

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INSPECTORS-GENERAL AND COMMANDING OFFICERS OF ARTILLERY
AND ENGINEERS—*continued.*

War. Such report is to be headed with a statement of the number and nature of the guns in the work under consideration, as also an outline of the work itself, if it be not too large and complex in form. Whenever any guns are mounted in the defences upon local authority, a report of the circumstances is to be made by the General or other officer commanding to the Adjutant-General, for the information of the Commander-in-chief and the Secretary of State for War; and, except under very special circumstances, before guns are demanded from store to be taken over by the Royal Artillery for the purpose of being mounted, the sanction of the Secretary of State for War and the Commander-in-chief is to be applied for through the Adjutant-General. A similar course will be adopted when any changes in the system of submarine defence is under consideration.

IV.—STAFF OFFICERS.

57. Officers are to be selected for employment on the Staff of the Army, exclusively from the regular forces, and no officer is to be considered qualified to hold a staff appointment until he has been four years in the service—unless under very exceptional circumstances, when special authority must be obtained.

58. General officers in command are to be very circumspect in their recommendation of officers for staff appointments of any kind. They are responsible that such officers are eligible for employment according to the existing regulations, and are, by their previous personal services, as well as by their acquirements and character, qualified to discharge with advantage to the service the duties of a staff officer.

59. No regiment of cavalry is allowed to have more than one major or captain and one subaltern, and no battalion of infantry more than two majors or captains and two subalterns, absent at one time on staff employment, either pending their being seconded, or doing duty in any capacity in which they cannot be seconded.

60. The appointments of Assistant Adjutant and Quartermaster-General, and Assistant Military Secretary, are to be held exclusively by field-officers, who should have a perfect knowledge of all regimental duties in every situation of service, as well as of general military regulations and the customs of the service.

61. The appointments of Deputy Assistant Adjutant-General and Deputy Assistant Quartermaster-General are, as a rule, to be held by officers not under the rank of captain, but exceptionally, when necessary or advisable, they may be held by subaltern-officers specially recommended for them.

62. An officer under the rank of captain is not eligible to hold

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STAFF OFFICERS—*continued.*

the post of brigade-major; nor are effective field-officers of regiments, above the rank of major, to be employed as brigade-, town-, or fort-majors.

63. No officer will be appointed to the staff as a deputy-assistant of the Adjutant and Quartermaster-General's Department, or as brigade-major, who shall not have passed the final examination of the Staff College; with the exception of officers of the Royal Engineers who had completed 7 years' service previous to the 1st May, 1870, and of all officers of proved ability on the staff in the field.

Qualification
for general
staff.

64. Any officer recommended for the appointment of aide-de-camp to a General officer, who has not passed the final examination at the Staff College, must have passed the examination for promotion to the rank of captain, and will further be required to pass an examination in foreign languages as follows:—

Examination
for personal
staff.

Until the 1st July 1882.—He will be examined *visd voce* in whatever modern language he may select, and he will also be required to write a short letter on a given subject in that language.

From this, officers of Royal Artillery and Royal Engineers who obtained at the Royal Military Academy half-marks in any European language, are exempt.

After the 1st July 1882, until 1st July 1884.—The language to be taken up in all cases will be French, the scope being as above.

After the 1st July 1884.—The officer will be required to exhibit proficiency, both in speaking and writing French, under such regulations as may be then in force.

65. The period of employment of regimental officers on the personal staff of General officers and of governors of colonies, is restricted to five years in the former, and six years in the latter case. When an officer has completed such period, he will be required to rejoin his regiment, and do duty with it for two years, before he can be again similarly employed.

Tenure of per-
sonal staff.

66. The names of officers selected to hold staff appointments will be published in the *London Gazette*, and are to be notified in the orders of the district or division in which the officers are to be employed.

Notification of
appointments.

67. Officers holding staff appointments at home or in the colonies are required, unless seconded, on their regiments being ordered to India or on active service in the field, to relinquish such appointments, in order to accompany their regiments. In like manner officers on the staff in India (unless

Relinquishing
staff appoint-
ments.

Note to para. 64.—By Indian Regulations (G.O.C.C., No. 57, 30th May, 1870) Officers must have passed the lower standard in Hindustani before they are eligible for the appointment of Aide-de-camp in India, even on probation. This rule is equally applicable to officers belonging to regiments not in India, who may be selected for such appointments, as to officers of British regiments serving in India, and of the Indian Army.

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General Officers and Staff.

STAFF OFFICERS—*continued.*

seconded or excepted from the operation of this rule by special authority) are to be required to vacate their appointments on their regiments quitting the country.

Delivery of
orders by
staff officers.

68. In order to avoid the possibility of being misunderstood, staff officers are to make it a rule to deliver, in the plainest and most concise terms, all verbal orders entrusted to them, and such orders are to be obeyed with the same readiness as if delivered personally by the General officers to whom such staff officers are attached.

Riding.

69. It is an indispensable qualification for a staff officer that he should be able to ride well.

Duties of
general staff.

70. The duties devolving upon the General Staff (Adjutant and Quartermaster-General's Department) are to be carried on under the authority of General officers commanding. The general nature of these duties may be classified as follows :—

(a.) The officers of the Adjutant-General's branch are charged with the discipline and efficiency of the troops. They will superintend and arrange the details of all duties, and are also responsible for the accuracy of the district returns. They will issue all orders to the troops and in the name of the General officer commanding; it is essential, therefore, that they should have a clear and concise mode of communicating such orders.

(b.) The officers of the Quartermaster-General's branch are entrusted with the duty of quartering, encamping, embarking, disembarking, and moving troops in every situation of service. Their special duties *in the field* will be to regulate the order of march; to define the positions to be taken up by the troops; to direct the preparation of military surveys; to conduct reconnoissances; to superintend the arrangements necessary for collecting information regarding the movements of the enemy and the local resources of the country; to maintain the lines of communication; and to have a general direction over the railway, postal, signalling, and telegraph services of the army.

Military
Secretary.

71. The Military or Assistant Military Secretary is the confidential staff officer of the General officer to whom he is attached. He is the channel of communication on all subjects connected with promotion and, generally, such as do not fall within the province of the Adjutant and Quartermaster-General's Department. See also sec. 21.

Brigade-
major.

72. The Brigade-major is a staff officer attached to the brigade; not to the personal staff of the officer commanding it. He issues to the brigade the orders of the officer commanding it. He is to keep and regulate the roster of the brigade duties, and inspect all the guards, outposts, and piquets furnished by the brigade. He is responsible for such guards, picquets, &c., being withdrawn when the brigade is to march. His

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STAFF OFFICERS—*continued.*

station on a march is in front of the leading regiment of the brigade; he is to encamp in rear of the centre of the brigade, and he or an orderly-adjutant is to be constantly in the lines of the camp. All reports and correspondence for the information of the officer commanding the brigade are to be addressed to, and transmitted through the Brigade-Major.

73. The appointment of Adjutant of auxiliary forces will be made by the Commander-in-chief from the approved list of candidates for such appointments, officers belonging to the line battalions of the territorial regiment being, as a general rule, granted priority of selection. Applications for these appointments will be made on Army Form E 500 (late W.O. Form 1627), by commanding officers of regiments of the regular forces in which the candidates are serving, or have served, and forwarded to the Military Secretary. Commanding officers will report fully their opinion as to the eligibility of the candidates, but will not recommend any officer whom they do not consider fully qualified for the appointment, both as to knowledge of its duties and facility in imparting instruction clearly. When the commanding officer does not recommend an officer who has applied, he will state his reasons on the form of application. The practice of soliciting the interest of officers commanding regiments of the auxiliary forces, with a view to obtaining these appointments, is prohibited.

Appointment
to Staff of
Auxiliary
Forces.

74. Previous to appointment, candidates will be examined by a Board of officers as to their qualifications for the duties of Adjutant, including a knowledge of the duties of Brigade-Major. The faculty of imparting instruction will be particularly considered. A certificate must also be given that they can ride. Officers who have held commissions as Adjutants of their regiments for a period of not less than twelve months will be exempted from this examination, provided not more than five years have elapsed since they held such appointments. Officers who have passed the Staff College, and are also favourably reported upon as regimental officers, will likewise be exempted from examination; but every candidate will be examined by a Board of Army Medical Officers, as to his general health and fitness, at the nearest station to the candidate's residence at which such Board can be assembled. The Board will state in their report whether the candidate has any defect in eyesight which might interfere with the efficient discharge of the duties of an Adjutant. A detailed statement of the subjects of examination will be supplied to officers commanding corps and regimental districts to whom all applications on this head by candidates should be made.

Examination
for Adjutant
of Auxiliary
Forces.

V.—COMMISSARIAT AND TRANSPORT STAFF.

75. The Commissary-General at head-quarters will, as far as practicable, inspect the companies of the Commissariat and (Q. R.)

Inspections by
Commissary-
General, head-
quarters.

E

Section V.

General Officers and Staff.

MILITARY STAFF CLERKS—*continued.*

Transport Corps in the United Kingdom annually, in the same manner as the Inspector-General of Artillery, in regard to that branch of the service. He will further inspect, annually, the stations where commissariat bakeries and abbatoirs are established, and report upon the quality of the supplies produced, and upon the manner in which the duties of the officers of the Commissariat are performed, and also, when necessary, inspect the Commissariat establishments at other stations.

Duties of
Commissary-
General's
branch.

76. The officers of the Commissary-General's branch are entrusted with the duties connected with the supply of all provisions, fuel, light, and commissariat supplies of every kind for the use of all branches of the army, and the allotment of barracks and quarters and their equipment. They will provide and direct all land transport (except carriage of troops and their baggage by railway), as well as inland water transport, boats in ports, and on the coast. They will be the medium of communication, and will conduct all correspondence connected with these services.

VI.—MILITARY STAFF CLERKS.

Recommendations of men
for.

77. Every recommendation for a soldier to be noted for a military staff clerkship should be accompanied by a specimen of his handwriting, a copy of his company defaulter sheet, copy-attestation, and a description return on the prescribed form which can be obtained from the Adjutant-General. The military qualifications for staff clerkships shall be exemplary character, and a regimental service of not less than two years.

Vacancies for
staff clerks.

78. When a vacancy occurs in a staff office or artillery office, the General or other officer commanding the district or station shall at once report the circumstance to the Secretary of State, appending to his report a return of any soldiers at the station who may be qualified for the duty. It will then be decided whether the vacancy shall be filled by transferring a clerk from another station or by making a new appointment. In the latter case the General or other officer commanding may select a non-commissioned officer or soldier from a corps serving at the station, with the consent of the officer commanding such corps.

Period of
probation.

79. A non-commissioned officer or soldier so selected shall undergo a probation of three months, and if, after the expiration of this period, he pass a satisfactory examination (see next paragraph) and prove to be sufficiently qualified in other respects, he will (except in the case of artillery offices) be removed from his corps and sign a declaration of his willingness to continue to serve in the army until legally discharged. This declaration, together with a certified copy of the candidate's attestation, the report of the staff officer under whom he may have served as a probationer, and the report of his examiners, shall then be transmitted to the War Office for the confirmation of the appointment by the Secretary of State.

Declaration.

Educational
examination

80. After the expiration of the period of probation, the can-

General Officers and Staff.

Section V.

MILITARY STAFF CLERKS—*continued.*

didate will be examined by a paymaster or commissariat officer and an adjutant, who should ascertain that he possesses the following educational qualifications:—

- (a). A good clear handwriting;
- (b). A knowledge of the ordinary rules of arithmetic, including vulgar fractions, with quickness at figures;
- (c). Ability to write from dictation, and to compose an original letter with ease and correctness.

81. A non-commissioned officer or soldier appointed staff clerk in an artillery office will be borne as supernumerary to the establishment of his corps. after probation.

82. Clerks and non-commissioned officers employed on the staff who may be incapacitated by sickness from performing their duties for a period exceeding six months, or whose services can be dispensed with, will be disposed of at the discretion of the Secretary of State for War. Those whose services have been dispensed with on reduction of establishment, will, if their duties have been satisfactorily performed, and provided no military inconvenience shall be caused thereby, be reappointed on the occurrence of a vacancy. Sickness, or when services can be dispensed with.

83. Clerks and non-commissioned officers employed on the staff removed from their appointments for irregularity or incapacity, will be transferred as supernumeraries, with the rank that they held in their respective corps at the time of their appointment as clerks, or on the staff, or with any lower rank to which they may have been reduced by sentence of a court-martial, to any corps at the station of the same arm of the service as that to which the man formerly belonged. Such supernumeraries will be absorbed as vacancies occur in the establishment of their corps. Incapacity.

84. A clerk or non-commissioned officer employed on the staff will not be permitted to retain his appointment if he obtains his discharge from the army. If he should desire to retain his appointment after completing the period of service entitling him to a pension, an application to this effect should be made by him to the General or other officer commanding in the district or at the station where he may be serving, and if such application be recommended by the officer commanding and approved by the Secretary of State for War, the applicant, so long as he shall continue to serve as an enlisted soldier, may be continued as a staff clerk, or to be employed on the staff in the same manner in all respects as if his term of service were still unexpired. Employment after discharge.

85. A confidential report is to be made to the Adjutant-General of the Forces, on the 1st of January of each year, by General or other officers commanding, and Heads of Departments at home and abroad, on the staff clerks in their command. In this report the names of the military staff clerks employed should be inserted, and against each name the character the clerk has borne during the past year. Confidential report be made yearly.

N.B.—Sections and paragraphs to be quoted, not pages.

SECTION VII.—INTERIOR ECONOMY OF CORPS.

- I.—Officers.
 - II.—Messes and Bands.
 - III.—Non-commissioned Officers.
 - IV.—Sergeants' Messes.
 - V.—Soldiers' Accounts, Messing, and Cooking.
 - VI.—Soldier-servants, Orderlies, &c.
 - VII.—Army Signalling.
 - VIII.—Pioneers, and Employment of Soldiers in Trades.
 - IX.—Married Soldiers.
 - X.—Soldiers' Letters.
 - XI.—Divine Service.
-

I.—OFFICERS.

Authority of
commanding
officer.

1. A commanding officer is invested with authority which renders him responsible to his Sovereign and his country for the maintenance of discipline, order, and a proper system of economy in the corps, or portion of a corps, under his command. He is to exact from officers and men the most implicit obedience to regulations, and he is not only to enforce by command, but to encourage by example, the energetic discharge of duty, and the steady endurance of the difficulties and privations which are inseparable from military service.

His authority
paramount.

2. A commanding officer's authority is paramount, whether on the parade, at the mess, or in any other situation; he should give his best attention to promote a good understanding amongst the officers, by advice to the young and inexperienced, by timely interference to prevent disputes, and by taking immediate notice of any conduct likely to interrupt the harmony of the corps; he should explain to the officers, in the most forcible manner, the consequences of allowing themselves to be misled by erroneous notions and false principles of honour, and he should encourage them, in the event of any dispute or difference arising, to make him the arbiter, as the person more immediately responsible for maintaining unblemished the honour and character of the corps; and his decision and disposal of the question should be considered as final.

Management
of the mess.

3. It is an important and responsible duty of a commanding officer to prevent the officers' mess being conducted with any unnecessary expense or extravagance. He should encourage, by every means in his power, a careful and economical management of the mess in all its details, and should bear in mind that, as it is incumbent upon every officer of the corps to be a member of the regimental mess, whatever may be his means, the ordinary expenditure should be regulated with strict economy and with regard to those officers whose incomes are the most limited. He should endeavour to promote the attainment of this object by his own personal example and frequent presence at the mess-table.

Interior Economy of Corps.

Section VII.

OFFICERS—*continued.*

4. Commanding officers will not be absolved from any part of their responsibility in a matter in which the interests and prospects of the younger officers are so deeply concerned; and if they fail to carry out, in their true spirit and intention, the orders of Her Majesty on this subject, the Commander-in-Chief will seriously consider the propriety of retaining them in command of their corps.

Responsibility
of Command-
ing Officer.

5. The commanding officer is to discountenance any disposition in his officers to gamble; he is also to use his utmost endeavour to check any approach amongst the younger officers to what are termed practical jokes; and whenever any serious case requiring his interference arises, he is to record the manner in which it was disposed of, and to submit the same for the information of the General officer at his next inspection.

Prevention of
gambling and
practical jokes.

6. He should especially caution all young officers to avoid the dangerous practice of raising funds through the agency of money-lenders and bill-discounters, who are in the habit of frequenting garrison towns and, by means of circulars and advertisements, of introducing themselves to notice. Officers are liable to bring ruin upon themselves and their professional prospects by getting involved, in a thoughtless moment, in transactions of this nature.

Money
transactions of
officers.

7. If any officer, by bankruptcy, liquidation, composition, or other like legal proceedings, is publicly shown to be unable to meet his engagements, it is the duty of the commanding officer to ascertain and report the circumstances of the case to the Adjutant-General for the information of the Commander-in-Chief, who, in concurrence with the Secretary of State for War, will investigate each case and decide whether the officer can be permitted to continue to hold Her Majesty's commission.

Bankrupts.

8. The commanding officer is to take frequent opportunities of personally examining the officers—more particularly the subalterns—upon every point connected with their duties in the field; as to their knowledge of Military Law—the “Queen’s Regulations,”—the drill-books of their respective arms, as specified in para. 26 of this section,—and the “Regulations for Encampments;”—of the forms, principles, and practice of courts-martial;—of the interior economy of a troop, battery, or company;—of the Warrants and regulations applicable to the pay, clothing, equipment, and messing of soldiers;—and of the established system of keeping their accounts. He will also cause them to be examined in the foregoing subjects periodically by the majors.

Examination
of officers.

9. He is to see that officers are practically instructed in the duties of piquets and outposts; in the mode of conducting patrols and army-signalling; in the exercise and management of artillery [at stations where facilities for such instruction exist]; and, as far as may be practicable, in the construction of field-works. He will, at his discretion, direct the field-officers

Instruction of
officers and
men.

Section VII.

Interior Economy of Corps.

OFFICERS—*continued.*

and the captains to take the command of the parade, and in his presence to exercise the regiment or battalion; he is to encourage the subaltern-officers to qualify themselves for the duties of adjutant, both in the field and in the orderly-room, and should afford to them every facility for acquiring a competent knowledge of such duties. The instruction and improvement of his men also form a most essential part of the supervision of a commanding officer.

Conduct of officers to be reported.

10. It is the duty of a commanding officer to bring especially to the notice of the inspecting general without favour or partiality any officers who may be distinguished for attention to, and proficiency in, their duties; as well as those who, from incapacity or habitual inattention, are deficient in a knowledge of their duties; or show an indisposition to afford the commanding officer that support which he has a right to expect from them; or conduct themselves in a manner injurious to the efficiency and the credit of the corps.

General responsibility of Commanding Officers in regard to public stores.

11. Commanding officers are responsible and will be held accountable for all public stores of whatever description, belonging or appertaining to the corps, or establishments under their command; officers commanding batteries of Royal Artillery are responsible for the clothing, equipment, and stores of their batteries; the duties of detail with which officers commanding troops, batteries, and companies, or quartermasters are charged, being performed under the commanding officer's control and supervision.

Officers in temporary command.

12. An officer in the temporary command of a corps or brigade of artillery, or artillery of a district, is not to give out any standing orders, or to alter those issued by the lieutenant-colonel commanding, without a reference to him or to the General officer under whose immediate command the corps may be placed; on the other hand, the lieutenant-colonel commanding, when absent from his corps, is not justified in issuing regimental orders.

Muster parades.

13. The actual presence of the commanding officer of a regiment is necessary on all muster parades. Should he be on leave, or absent on duty, it is to be so stated against his name on the roll, and the next in command will superintend the muster and sign the necessary documents.

Promulgation of orders.

14. Commanding officers are to cause every order and circular issued for general information and guidance either to be republished in regimental orders, or otherwise circulated throughout the corps; and they are to afford all officers under their command every facility for becoming acquainted with current changes in the regulations and orders of the army. Ignorance of published orders will never be admitted as an excuse for their non-observance. All orders specially relating to the soldiers are to be read and explained to them immediately after such orders are received; and those of an important nature are to be read to them on three

OFFICERS—*continued.*

successive parades. Every circumstance which in any way affects a soldier's pay or service is to be published in regimental orders immediately after its occurrence, for the information of all concerned.

15. Nothing more essentially tends to the maintenance of regularity and good order than that system or chain of responsibility which should extend from the highest to the lowest grade. With this view, a battalion is to be formed into half-battalions, and the companies composing them respectively placed under the immediate superintendence of a field-officer, who is to report to the commanding officer as to their state and condition. In the Royal Artillery, batteries are to be formed into Divisions, of not more than three batteries each, under the command of a Lieutenant-Colonel, who exercises the powers of commanding officer. But regimental courts-martial will always be convened by the senior officer of Royal Artillery at the station. In the cavalry and in infantry battalions not having a major other than those in command of companies, the second Lieutenant-Colonel will exercise a general supervision over the whole battalion under the direction of the commanding officer.

Chain of responsibility.

16. It is of importance that the regimental field-officers should at all times make themselves thoroughly acquainted with the professional abilities of the whole of the officers placed under their charge, so as to assist commanding officers in the appreciation of the military acquirements of those under their command. In like manner officers commanding troops, batteries, and companies should make themselves thoroughly acquainted with the ability and acquirements of their subalterns, who ought at all times to look to them for information and advice.

Testing acquirements of officers.

17. Majors of cavalry and infantry who attain that rank on or after the 1st July 1881 will command troops or companies, and will perform all regimental duties as captains, but majors who attained that rank prior to the 1st July 1881 will not revert to the command of troops or companies but will perform all duties as heretofore. Every officer commanding a troop, battery, or company is charged with the arms, accoutrements, ammunition, clothing, and other public stores belonging or appertaining to the force under his command, for which he is accountable to his commanding officer in case of their being lost, spoiled, or damaged, not by unavoidable accident, or actual service. He is in like manner responsible that the men's messes and necessaries are properly provided. He is to receive all monies on account of the subsistence of his troop, battery, or company; to take special care that such monies are expended in strict conformity to Her Majesty's regulations, and with a due regard to the interests of the soldier. In the absence of the major or captain, these duties devolve upon the next senior officer appointed to the temporary command.

Duties of officers commanding troops, companies, &c.

Section VII.

Interior Economy of Corps.

OFFICERS—*continued*.

Cleanliness of
the men to be
attended to.

18. Great attention is required from the officers commanding troops, batteries, and companies, to the cleanliness of the men as to their persons, clothing, arms, and accoutrements, and also as to the state of their barracks or quarters. The dress and appearance, as well as the demeanour, of soldiers should on all occasions and in all situations be such as to create a respect for the military service. Soldiers are not to go beyond the precincts of their barracks unless properly dressed, and they are not to smoke in the streets.

Wearing side-
arms and belts.

19. Side-arms are permitted to be worn by sergeants and corporals of the Foot Guards, and by sergeants only of all other corps, when off duty. The waist-belt is to be worn by soldiers.

Growth of
hair, &c.

20. The following directions in regard to the growth of hair are to be strictly observed by all ranks. The hair of the head is to be neatly cut, and kept short. Moustaches are to be worn, and the chin and under-lip are to be shaved (except by pioneers, who will wear beards also). Whiskers, when worn, are to be of moderate length. On active service in the field, however, beards may be worn at the discretion of the General officer commanding.

Passes.

21. Commanding officers may grant passes to a limited number of well-conducted soldiers only, to enable them to remain out after hours; but under no circumstance is the power of granting such indulgences to be delegated to the captains of troops or companies. All sergeants may be granted permanent passes up to 12 o'clock p.m.

Passes will be issued under the following regulations:

- (a.) All passes will be printed. They will be signed by the Commanding Officer and stamped with the office stamp of the regiment before being issued to the men.
- (b.) The date of last entry (except in the case of non-commissioned officers), distinguished by the letters R.E., C.E., will be recorded by the officer commanding the company, and signed by him.
- (c.) Admonition will not count as an entry.
- (d.) The date of last entry should be recorded on a marginal strip, capable of being removed before the pass is given to the soldier.
- (e.) A soldier is not to be recommended for a pass (excepting under very special circumstances) within one month of the last company entry, or within two months of the last regimental entry, or of his release from imprisonment.

Interior Economy of Corps.

Section VII.

OFFICERS—*continued.*

_____ Company. No. _____ _____ From _____ To _____ *Date of last _____ entry, or release from impri- sonment. _____ Recommended, _____ Commanding Company. _____	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 10px;"> P A S S. </div> (Place) _____ (Date) _____ _____ Regiment _____ Company. No. _____ has permission to be absent from his Quarters From _____ o'clock _____ the _____ until _____ o'clock _____ the _____ for the purpose of going to _____ (STAMP) _____ Commanding _____ Regiment.
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*Not required in case of N.C.O.

22. In a battalion of infantry two field officers only, in addition to the commanding officer, will be mounted on parade, excepting on the line of march, when all majors will be mounted. The companies of a battalion of infantry are to be equally sized. They will form on parade according to the seniority of the majors and captains from flanks to centre, viz., the senior major on the right, next senior on the left, and so on; but for purposes of drill and exercise their position may, in accordance with the "Field Exercise," be varied at the discretion of commanding officers. Batteries of Royal Artillery will form up according to the regimental seniority of the brigade or battery. The troops of a cavalry regiment are to parade, as a rule, by squadrons, the four senior captains acting as squadron-leaders. The troops should always, when practicable, be paraded so that each squadron-leader's troop shall form part of his squadron.

Order on
parade.

23. For purposes of interior economy, each troop, battery, and company is to be permanently designated, as follows:—

Companies
and squads.

Horse and field artillery, cavalry, royal engineer troops, and infantry,—by a letter of the alphabet commencing from A;

Garrison artillery and engineers,—by consecutive numbers.

For the convenience of inspection and general supervision, each troop is to be divided into two squads; each battery of horse or field artillery into three divisions, and each division into two sub-divisions; each battery of garrison artillery into two sub-divisions; each company into two half-companies; and each half-company into two sections. The subaltern-officers, to whose supervision the squads, divisions, or half-companies are

Section VII.

Interior Economy of Corps.

OFFICERS—*continued*.

respectively entrusted, are responsible to the captain, who is answerable for the whole of his troop, battery, or company to the field-officer in charge. Subaltern officers on joining are to provide themselves with a nominal roll of their squads, divisions, or half-companies, and are as soon as possible to make themselves acquainted with the disposition, character, age, and service of each of their men.

Quartermen.

24. Whether stationed in barracks or camp, or quartered in towns, care must be taken to dispose the men in the rooms or tents, or to assort their billets in such a manner as to keep the men of each half-company, division, sub-division, or squad as much together as possible, in order that the officers and non-commissioned officers may, with more facility, perform the duty of continual superintendence, which is never to be dispensed with under any circumstances.

Proficiency of officers.

25. It is expected that every officer who has been two years in the service will be capable of commanding and exercising a troop, battery, or company in every situation, and will be perfectly acquainted with its interior management, economy, and discipline; and that every officer who shall have been two years in command of a troop, battery, or company, will be competent in every respect to undertake the duties of a field-officer. All subaltern-officers, who have not passed their examination for a troop, battery, or company, are to attend the monthly settlement of soldiers' accounts, and make themselves acquainted with the system of keeping them. No officer is to be dismissed from drill until he has gone through a course of musketry instruction under the regimental instructor; and, in the cavalry, a course of singlestick, fencing, and army-signalling instruction.

Books to be kept by officers.

26. Officers of the army are required to furnish themselves with the latest editions of the undermentioned books, viz:—

a. All officers.

“The Queen’s Regulations and Orders for the Army” (Pocket Edition).

Royal Warrant for Pay and Promotion (Pocket Edition).

“Regulations and Instructions for Encampments.”

b. Cavalry officers.

“Regulations for Instruction and movements of Cavalry.”

“Instructions for Sword, Carbine, Pistol, and Lance Exercise.”

“Rifle Exercises and Musketry Instruction.”

c. Artillery officers.

“Field Exercise and Evolutions of Infantry.”

The two Manuals of Artillery Exercises.

Horse and field artillery officers, in addition:—

“Regulations for Instruction and movements of Cavalry.”

d. Engineer officers.

“Field Exercise and Evolutions of Infantry.”

“The Regulations for the Royal Engineer Department.”

“Instruction in Field Engineering.”

OFFICERS—*continued.*

The Officers attached to the Royal Engineer Troops, in addition :—
 “Regulations for Instruction and movements of Cavalry.”

e. Infantry officers.

- “Field Exercise and Evolutions of Infantry.”
 “Infantry sword exercise.”
 “Rifle Exercises and Musketry Instruction.”

f. Commissariat and Transport Officers.

- “Instructions for Sword, Carbine, Pistol, and Lance Exercise.”
 Manual for the Commissariat and Transport Corps.

27. Quartermasters are not to deal with the quality of supplies, or to have anything to do with the admission of forage into store, but solely with the gross quantity to be received, and with the subsequent regimental distribution, after it has been duly passed. The quartermaster's responsibility is limited in all cases to the quantity only and not to the quality of any supplies that may be submitted for the inspection and report of boards of survey.

Responsibility
of quar-
termasters.

28. As the practice of allowing a quartermaster to perform the duties of a paymaster, during the illness or absence of the latter officer, is objectionable, the duties of these two officers should not be combined in one person, whenever it can possibly be avoided.

Duties of pay-
master and
quartermaster
not to be
combined.

29. Paymasters are not to preside over committees for the management of mess, band, canteen, or other regimental funds, nor should the moneys of mess and band-funds be placed in the custody of the paymasters.

Paymasters
not to preside
over mess-
committees,
&c.

30. Regimental benefit societies, *i.e.*, any societies which are supported by officers and men, or by men alone, are illegal; but regimental charitable funds, *i.e.*, any funds supported by the subscriptions of officers alone, which are invested in the Military Savings Bank, and administered under the authority of the Secretary of State for War, are recognised by Act of Parliament and by the Regulations of the Service.

Regimental
charitable
funds.

II.—MESSES AND BANDS.**Officers' Mess.**

31. The establishment of a regimental mess upon a well-regulated system is an object of the utmost importance, and requires the unremitting attention and superintendence of the commanding officer, who is responsible that all the accounts are properly kept and checked, and that each member pays his mess and wine bills regularly every month.

System of
management.

32. Upon the arrival of a corps at a new station, the commanding officer should, for the protection of any tradesmen who may supply articles for the use of the mess, take steps to caution them that the officers are not responsible for debts

Debts of mess-
man.

Section VII.

Interior Economy of Corps.

MESSES AND BANDS—*continued.*

incurred by, or on behalf of, the mess-man, such mess-man being a civilian, and an independent contractor. This rule does not apply to cases where non-commissioned officers of a corps are employed as caterers to the mess, when of course all pecuniary transactions with tradesmen will be under the immediate supervision of the mess-committee, acting on behalf of the officers.

Sergeant as
caterer or
mess-man.

33. A sergeant is allowed to act as the officers' mess-man or caterer or superintendent of the mess-establishment; but no non-commissioned officer is to be employed in any menial capacity about the mess.

Maintenance
of officers'
messes.

34. Although it is indispensable to provide for the proper maintenance of officers' messes, yet it is essential to limit the demands upon officers, and to prevent their being liable to unnecessary expense; with this view the following regulations are to be observed throughout the army, the Household troops excepted.

Contribu-
tions.

35. All regimental officers on the strength of a regiment of cavalry, or battalion of infantry, will pay to the mess-fund, on appointment, a contribution, to be fixed at the discretion of the commanding officer, but not to exceed thirty days' pay. In the artillery this contribution will be paid to the regimental (Royal Artillery) or battery mess of the station at which an officer first joins for duty. This contribution is to be charged in ten monthly instalments of three days' pay on the original net-pay of each officer's rank, and not on the increase resulting from length of service, brevet rank, or appointment as adjutant, or musketry instructor.

On promotion,
exchange, or
removal

36. When an officer is promoted in his regiment, or to another battalion of the same regiment, he is to pay, in like manner, a sum not exceeding 30 days' difference between the original net rates of pay of the rank attained and of the rank from which he is promoted. If he exchanges, or is transferred in the same rank, or promoted to another regiment,—or exchanges, or is transferred for his own convenience to another battalion of the same regiment,—he is chargeable with the whole amount of contribution in the regiment in which he is promoted, or regiment or battalion to which he exchanges or is transferred; but he is not to be charged with payment to the mess fund of his former corps or battalion beyond the month during which his removal takes place. In the Royal Engineers, officers, whether married or single, will, in lieu of this contribution, pay to the mess of their corps at Chatham one day's pay of their rank annually, provided they are not required to contribute to any other established mess; but officers of the old Indian cadres will only be liable to this annual contribution when serving in the United Kingdom.

From half-
pay.

37. Officers from half-pay, whether appointed to their former regiments or not, are liable to pay the contribution to the mess-fund, except in the case of an officer who, having paid

Interior Economy of Corps.

Section VII.

MESSES AND BANDS—*continued.*

his contribution, is appointed to his former regiment within twelve months of his having been placed on half-pay. If re-appointed to his former corps in a superior rank under the above conditions he will pay the difference only, as specified in para. 36.

38. Medical officers, officers of the Army Pay Department, appointed under the Royal Warrant of 22nd October, 1877, and those veterinary surgeons who are only attached and not gazetted to regiments, are not liable for contributions or subscriptions to regimental messes. Departmental Officers.

39. The commanding officer is to regulate with the regimental agents, from time to time, the amount of the contribution, so as to prevent any undue accumulation of the mess-fund; and he is to forbid the purchase of expensive and useless articles of plate, or a larger quantity of it than a mess may be fairly supposed to require. Contributions, how to be regulated.

40. All officers on the strength of a corps, whether present or absent, are also to pay a subscription to defray the ordinary expenses of the mess at a rate to be fixed at the discretion of the commanding officer, but not to exceed eight days' pay of their regimental rank a year; this subscription is to be charged in quarterly payments in advance from the date of appointment. In the artillery, colonels and lieutenant-colonels will pay this subscription, if at home, to the messes of their brigade head-quarters, if abroad to the head-quarters' messes of the district in which they are employed, unless they are living at any other artillery mess, when their subscription should be paid to such mess. Officers below this rank, when absent from their batteries, will continue to pay this subscription to the artillery mess where their batteries are stationed. The rates will be calculated on the same principle as that laid down in para. 35 for contributions; except in the case of lieutenants, who, after three years' service, will subscribe at the increased rate of pay assigned to lieutenants of three years' service. No officer on being seconded or finally quitting his corps is to be charged with regimental subscriptions beyond the date of his removal as notified in the *London Gazette*. Subscriptions.

41. Officers newly appointed to corps serving abroad who, instead of being sent to the dépôt, are attached to regiments at home for instruction in drill, will pay to the corps to which they are attached the mess subscriptions they would otherwise have paid to their own regiments. Officers commanding the corps to which they are attached will take care to furnish the regimental agents with returns, showing the dates of joining and leaving, in order that their subscriptions may be duly credited to the mess funds. Officers attached to other corps.

42. Officers, while at the Staff College, being liable to contribute to the officers' mess at that establishment, are not to be required to pay subscriptions to the mess-fund of their Exemptions.

Section VII.

Interior Economy of Corps.

MESSES AND BANDS—*continued.*

corps. Officers retiring from the service, or going on half-pay, or being *seconded*, are not liable for contribution beyond the month, in which their removal from the establishment of their corps takes place. Married officers are liable to only one-half of the annual subscription, when they do not regularly attend the mess as dining members.

School of
Musketry.

43. All officers attending the School of Musketry for instruction are to contribute to the support of the mess of that establishment, and officers of a corps attached to the mess of another corps while attending a class of garrison instruction shall contribute to the support of such mess, according to the following scale, viz. :—

Garrison
instruction.

Unmarried officers, for any part of a month, one day's pay ; over one month and under three months, two days' pay.

Married officers, half of the above.

The sums thus paid will be recredited to the officers by the mess-fund of their respective battalions on production of a certificate to the effect that the subscription alluded to has been paid, which certificate will be supplied to officers on leaving the establishment by the mess president.

Dining
members.

44. All officers, except married officers, present at regimental head-quarters are to be dining members of the mess. Married officers, when their wives or families are absent, are also to become dining members. In the event of any difference of opinion arising between individual married officers and the commanding officer in regard to exemption from this rule, reference should at once be made to the General officer commanding, who will give his decision in each case without reference to Army head-quarters.

Mess-meet-
ings.

45. A mess-meeting will be held once in every three months for the purpose of auditing the accounts and discussing any propositions that may be brought forward concerning the general management and comfort of the mess, as also to authorise any special outlay of funds that may be required for mess purposes. The votes of the officers will be taken upon any proposition on which a difference of opinion is found to exist, and the point will be decided by the majority of votes, provided the commanding officer concurs.

Supply of
mess neces-
saries.

46. The requisite supply of mess necessaries, viz., knives, forks, spoons, table linen, glass, and mess-utensils, is to be a charge against the mess-fund ; these articles are to be provided with the strictest regard to economy, and to be limited to what may be essential to the comfort and respectability of the mess. When a corps is separated into half-battalions a due proportion of the mess-fund, plate, and necessaries is to be assigned for the use of the half-battalion detached from head-quarters.

Interior Economy of Corps.

Section VII.

MESSES AND BANDS—*continued.*

47. Responsibility for the maintenance of good order and discipline at mess will attach to the senior combatant officer present, who will also take military precedence on all occasions. No second position will be recognised. Precedence at mess.

48. Whenever it is proposed by a corps to give an entertainment to officers of another corps or to any guest (not an Inspecting General), all the additional mess expenses incurred thereby are to be defrayed by those officers only who consent to affix their names to a paper which will in every case be circulated throughout the corps, notifying the intention to give such entertainment; and the actual expense only of entertaining such guests is to be made a general charge. Commanding officers are to give their special countenance and protection to those officers who may, from motives of economy, decline to share in the expenses proposed to be incurred. Officers inviting private friends to a mess dinner are, as a matter of course, to bear the whole expense of their entertainment. Expense of entertainments at mess.

49. Extravagant or unnecessary entertainments by the officers' mess should be discouraged by commanding officers; and, as a general rule, the hospitality should be limited to giving to corps joining or quitting the station the accommodation of the mess as honorary members. Entertainments to be discouraged.

50. Officers are not chargeable with any share of entertainments when studying at the Staff College, or when absent from their corps, holding a staff appointment, or when left behind in India, as probationers for the Staff Corps, on the return home of their corps. Exemptions.

51. An allowance is granted by Royal Warrant (generally known as the "Queen's" or "Regent's Allowance") in aid of the maintenance of regimental messes. Except to provide a reasonable supply of mess hardware and utensils, the whole sum received so allowed should be applied to the reduction of the daily expenses of the mess, and of reducing the cost of the ordinary mess wines consumed at dinner, for the comfort and accommodation exclusively of the officers, and more particularly of the junior officers, who attend it. Application of allowance in aid of mess.

52. A mess will be established at the head-quarters of each regimental dépôt, which will be credited with one-fifth of the contributions of the company officers of each line-battalion belonging thereto, assessed agreeably to paras. 35 and 36 as well as with the annual subscriptions of the officers who are serving thereat. The lieutenant-colonel, the major, and staff will pay subscriptions only. Regimental dépôt messes.

Regimental Bands.

53. The establishment of a regiment of cavalry and a battalion of infantry will include for service in the band—one bandmaster, one sergeant, one corporal, 20 privates in the infantry, and 15 in the cavalry, irrespective of the regulated number of buglers, trumpeters, drummers, and fifers. These Establishment.

Section VII.

Interior Economy of Corps.

MESSES AND BANDS—*continued.*

men are to be effective for service as soldiers, to be perfectly drilled, and liable to serve in the ranks on any emergency; and the numbers stated are not to be exceeded.

Government
grant.

54. Bugles, trumpets, drums and fifes, are supplied from store at the public expense; and Section XXV of the Allowance Regulations (Army Regulations, Vol. I, Part II), grants an annual contribution of 80*l.* to the band-fund of each regiment or battalion of the line and colonial corps.

Contributions
and subscrip-
tions from
officers.

55. The following contributions and subscriptions to the band fund are to be paid by regimental officers, the rules as to exemption, mode of payment, and liability to pay on exchange, transfer, promotion, and re-appointment being the same as those laid down for contributions and subscriptions to the mess fund; but officers below the rank of Captain, except in the Royal Artillery and Royal Engineers, will not be required to contribute or subscribe, and married officers will always pay full instead of half subscriptions.

(a.) All regimental officers on attaining the rank of Captain will contribute a sum to be fixed by the commanding officer, but not exceeding 20 days' original net pay of a Captain; and, on promotion to Major or Lieut.-Colonel, will further pay a contribution not exceeding 20 days' difference between the original net rates of pay of the rank attained and of the rank from which he is promoted.

(b.) All regimental officers above the rank of subaltern will pay an annual subscription not exceeding 12 days' pay, to be made in quarterly payments in advance.

Band fund.

56. The accounts of the regimental band-funds, and all propositions for exceptional expenditure, are to be laid before the officers at the quarterly mess-meetings.

Dress.

57. Bands are to be dressed in clothing of the same colour as that worn by their regiments.

Boys specially
enlisted.

58. Lads and boys enlisted by special authority for training as musicians, but who are not included in the establishment of bandsmen, may be clothed like bandsmen, provided no additional expense to the public is thereby caused; but this permission is not to be made a pretext for employing soldiers as musicians in excess of the regulated number as laid down in para. 53 of this section.

Bandmasters.

59. When corps are in garrison, or brigaded, military bandmasters are to take precedence over civilian bandmasters; and when bands are playing together, the military bandmasters are to lead, according to seniority of appointment.

Books of In-
struction.

60. The following books of instruction, published by authority, are to be strictly adhered to by the corps to which they appertain, without addition or alteration, either as regards the soundings or their application.

In the Mounted Services and Garrison Artillery. The "Trumpet and Bugle Sounds for mounted services,"—&c.

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MESSES AND BANDS—*continued.*

In the Infantry.—The “Infantry Bugle Sounds,”—“Instructions for the Fife,”—and “The art of beating the Drum.”

61. It is essential that the band, the bugles, and the drums and fifes, when playing or beating for military purposes, particularly for the marches, should adhere strictly to the time which will allow, within the minute, the exact number of steps prescribed in the “Field Exercise.” For this purpose the music for the different cadences is to be practised under the direction of the serjeant-drummer (or serjeant-bugler), with the plummet, until the prescribed cadence has been acquired. The band and the drums are to be frequently practised together, in order that, when relieving each other in the quick march, the cadence may be preserved uniformly and uninterruptedly. In like manner cavalry bands are to be practised in playing for parade movements, so that the time corresponds to the general action of a horse at the paces prescribed for the “*trot*” and the “*gallop*.”

Cadence of
the music.

62. The School of Music at Kneller Hall is maintained for the purpose of training non-commissioned officers and private soldiers as bandmasters and bandsmen. As the subsequent efficiency of bandmasters trained at Kneller Hall must, in a great measure, depend upon the qualifications of the non-commissioned officers sent there as students, the greatest care should be taken in their selection. They should be of exemplary character, not under the rank of corporal, and by their general education, manners, appearance, and military bearing, as well as musical abilities, give promise of doing credit to the higher position to which they aspire, should they successfully pass through the special course of training for a bandmastership. Preference should, as a rule, be given to men who have held for some time the position of band-sergeant, have been re-engaged, and have not less than seven nor more than fourteen years’ service; but in no case should a man be recommended for reception as a student whom the commanding officer would not be willing to receive back to his corps as a bandmaster on completion of his course of study. A copy of the non-commissioned officer’s company defaulters-sheet should accompany the recommendation for his admission to the School of Music. A corps receiving a bandmaster from Kneller Hall must be prepared, when called upon, to send as a substitute a suitable non-commissioned officer to be trained for a bandmastership.

School of
Music, Kneller
Hall.

Selection of
non-commissioned
officers
for training as
bandmasters.

63. Married men are not to be sent to the School of Music as pupils to be trained as bandsmen, nor are boys to be recommended for admission until they shall have completed six months’ probation, and have been finally approved; unless they were enlisted from the Royal Military Asylum at Chelsea, or the Royal Hibernian Military School. Soldiers enlisted for short service, and who have completed three years’ service, will, before they are admitted, be called upon to extend their service

Selection of
soldiers for
training as
bandsmen.

(Q.R.)

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Section VII.

Interior Economy of Corps.

MESSES AND BANDS—*continued.*

for twelve years with the colours. In selecting soldiers for instruction at Kneller Hall, care is to be taken that by their character, habits, and aptitude for music, they are likely to repay by the services they may afterwards render the expense and time bestowed on their musical education. In no case should a man or boy be sent to the Military School of Music who is not himself desirous of being instructed. Commanding Officers of Regimental Depôts, in recommending candidates for training as bandsmen, will be careful to specify in every case the battalion of the regiment which it is intended they should join on termination of their instruction.

No deviation from the above instructions regarding the training of bandmasters and bandsmen is to be permitted by General officers commanding without reference to higher authority.

Descriptive
returns to be
sent.

64. Recommendations of men for instruction at Kneller Hall are to be addressed to the Adjutant-General, accompanied by a copy of their company defaulter sheets and a separate descriptive return for each individual on the following form:—

DESCRIPTIVE RETURN of a man recommended for admission to the Military School of Music to be trained as a * _____ Place and Date _____

Corps.	Regt. No.	Rank and Name.	Present						Character.	If to be trained as a Bandsman.		If to be trained as a Bandmaster.		
			Age.		Service.		Height.			Instrument to be taught, if suitable.	Battalion to join after being trained.	If re-engaged.	Married or Single.	Nature of Qualifications.
			Years.	Months.	Years.	Months.	Feet.	Inches.						

* Insert whether "Bandmaster" or "Bandsman."

I certify that the man named in the foregoing return has been carefully examined; that he is in perfect health, physically fit for employment as bandsman, and does not present any indication of disease likely to be aggravated by playing on a wind instrument.

Colonel.

Surgeon-Major.

Commanding _____

In medical charge _____

Military
bandmasters.

65. Military bandmasters are not permitted to wear plain clothes on any military duty, and when in uniform will be dressed in strict conformity with the regulations of the service.

Interior Economy of Corps.

Section VII.

MESSES AND BANDS—*continued.*

Their salary, from the band fund, will, in addition to the pay of their rank, be 70*l.* a-year, and they will rank next after the regimental sergeant-major and with the schoolmaster, if the latter is a warrant officer, according to the date of appointment as warrant officer. In cases where the dates of appointment are the same, the schoolmaster will take precedence.

66. Civilians may, when desirable, be enlisted for the special purpose of being appointed bandmasters. Previous to enlistment, however, they must undergo an examination at Kneller Hall, and must obtain from the Commandant of that institution a certificate that they are fully qualified for the position of bandmaster. Such enlistments will be for twelve years with the colours, and the salary granted from the band fund to bandmasters so enlisted is not to exceed, without special sanction, the sum authorised for other military bandmasters.

Enlistment of
civilians as
bandmasters.

67. In order to ensure uniformity throughout the regimental bands of the service, the instruments are to be of the same pitch as that adopted by the "Ancient Philharmonic Society." Arrangements have been made whereby instruments for regimental bands may be obtained through the Commandant of the Military School of Music on more advantageous terms than if procured direct from the instrument makers. Forms of application to be provided with instruments in this manner can be obtained from the Adjutant-General. To ensure that the proper prices are charged for instruments so supplied, no bills should be paid on this account unless their correctness is certified by the Commandant of the Military School of Music.

Band
instruments.

III.—NON-COMMISSIONED OFFICERS.

68. The expression "non-commissioned officer" includes an acting non-commissioned officer, a warrant officer not holding an honorary commission, and an army schoolmaster.

Definition of
term non-com-
missioned
officer.

69. Non-commissioned officers and men will address warrant officers in the same manner as they do officers, but will not salute them. Whenever a warrant officer is reduced to the ranks by sentence of a court-martial his discharge from the army is forthwith to be proceeded with, unless he consents to serve as a private soldier on his former attestation. If not otherwise eligible for discharge he will be discharged in consequence of his services being no longer required.

Warrant
officers.

70. Conductors of supplies and conductors of stores, as warrant officers, are senior to all other non-commissioned officers, not being warrant officers. They will supply the place of subaltern officers when required, but they will not sit as members of courts of inquiry or on regimental boards. When their numbers are not sufficient to enable them to form a separate mess for themselves they will be at liberty to become honorary members of sergeants' messes. They will take post as officers on all parades, but will never salute. They are

Conductors of
supplies and
of stores.

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Interior Economy of Corps.

NON-COMMISSIONED OFFICERS—*continued.*

permitted to wear plain clothes under the conditions laid down for officers in Section 12.

Troop sergeant-majors and colour-sergeants, &c.

71. One sergeant-major is allowed on the establishment of each troop of cavalry, battery of artillery, and company of engineers, and one colour-sergeant on that of each company of infantry. They are, in cases of misconduct, liable to revert to the rank and pay of sergeant, at the discretion of their commanding officers. In the artillery and engineers these removals will be authorized by officers commanding Royal Artillery in Districts, and commanding Royal Engineers, without reference to head-quarters.

Resignation of non-commissioned officers.

72. Non-commissioned officers may, with their commanding officer's consent, resign their rank and revert to the rank or position they may have previously held; but they are not to be allowed to do so in order to escape trial by court-martial, without the special sanction of General officers commanding. A certificate of the commanding officer, stating the cause of the resignation (together with the written authority of the General officer, if the case has been referred to him as above), is to be appended to the man's records of service.

Reduction of non-commissioned officers.

73. A non-commissioned officer reduced to a lower grade under section 175, Army Discipline and Regulation Act, 1879, will take rank and precedence in the lower grade from the date of the signing of the original sentence of the court-martial, or, in the case of reduction by order of a Commander-in-Chief, from the date of such order, or the date named therein.

Their duties.

74. The duty of attending the standards and colours in the field is to be performed by troop sergeant-majors of cavalry and colour-sergeants; but this distinction is in no wise to interfere with the regular performance of their regimental and troop or company duties. They are not to be detached from their troops or companies, nor employed on the recruiting service, and are invariably to be the pay-sergeants.

Selection.

75. Commanding officers are to take care that this honourable distinction is bestowed only on sergeants of approved valour and fidelity, who, by attention to the duties of their station, have rendered themselves worthy of such a mark of approbation.

Pay-sergeants.

76. No regimental or other staff-sergeant is to be employed as pay-sergeant of a troop or company. Pay-sergeants are not to be subjected to the risk of loss by having large sums of public money placed in their hands. Officers commanding troops, batteries, or companies receive an allowance which is intended, amongst other things, to compensate for this risk, and are bound to take charge of all public money received from paymasters, or others, on account of their troops, batteries, or companies.

Books for sergeants.

77. Every sergeant is required to have in his possession a copy of the Regulations for the field-exercise and movements of that branch of the service to which he belongs. These books

NON-COMMISSIONED OFFICERS—*continued.*

are at first supplied at the expense of the public, and are to be produced at all regimental inspections. When a sergeant is discharged, or otherwise removed, he is to deliver the book to the officer commanding his troop, battery, or company.

78. Non-commissioned officers, when on detached duties, have great opportunities of showing their abilities; on these occasions they should take pride in the military appearance and good conduct of their parties. They will never (even after a march) suffer their men to go about the streets in a slovenly manner. They will attend to the condition and good order of the horses, appointments, arms, quarters, &c., keep accurate accounts of the subsistence of the party, settle all innkeepers' lawful demands for billets, and obtain the necessary receipts for the same.

Non-commissioned officers on detached duties.

79. When additional non-commissioned officers are required to assist the officers of troops and companies in the discharge of their duty, corporals may be appointed to act as sergeants (to be styled lance-sergeants), and private soldiers as corporals (to be styled lance-corporals), who, if they prove themselves efficient, are to be promoted as vacancies occur. (See paragraph 82.) The number of these acting non-commissioned officers is not to exceed one lance-sergeant and three lance-corporals to each troop or company unless the effective strength of the troop or company exceeds 75 privates, in which case one additional lance-corporal is allowed. But General officers commanding, are authorized, in cases of well-ascertained necessity, to sanction a small temporary increase. A proportion of these are allowed extra pay as laid down in Army Circulars. The proportion of acting-bombardiers in the Royal Artillery, and of lance-corporals in the Royal Engineers, will be regulated according to circumstances by the respective Deputy Adjutants-General of these corps.

Acting Non-commissioned officers.

80. Lance-sergeants and lance-corporals who are on the paid establishment should not be sent to a *depôt* except when it is unavoidable, but those who are so sent from the service troops or companies will retain their position. Care must be taken that the fixed establishment of these paid ranks is not exceeded, those serving at a *depôt* being included therein.

Lance ranks at *depôt*.

81. Unpaid lance-sergeants, unpaid lance-corporals, and unpaid acting bombardiers, will be appointed on probation only, and will be termed, respectively, provisional lance-sergeants, provisional lance-corporals, and provisional acting bombardiers. The term for which a provisional non-commissioned officer is appointed on probation will be published in regimental orders. On the termination of that period he will, unless re-appointed for a fresh specific term, revert to the previous rank or position he held. Should a provisional non-commissioned officer desire, during his period of probation, to resign his provisional rank for any cause, not involving a

Provisional ranks.

Section VII.

Interior Economy of Corps.

NON-COMMISSIONED OFFICERS—*continued.*

military offence, he may be allowed to do so. Should he display such incapacity, or otherwise fail in his duty (not involving an offence) in such a way that his commanding officer deems it unadvisable that he should continue to hold his provisional rank until the expiration of the term he was appointed for, then he may either be permitted to resign, or his case will be referred through the General officer commanding to headquarters, with a view to his summary reduction. Should he commit an offence, which, in the opinion of his commanding officer, renders him unfit to be allowed to retain his provisional rank for the remainder of the period for which he was appointed, and is not of a nature to admit of his being allowed to resign his rank as provided for by para. 72, then his case will be disposed of by court-martial. The provisions of this paragraph are applicable to the militia when subject to military law.

Promotions.

82. No promotions will be made in battalions stationed at home so long as there are supernumerary non-commissioned officers (including lance-corporals and lance-sergeants), drummers, or buglers at the dépôt, who, being liable for service in either battalion of the regiment, are available to be transferred to fill vacancies which may occur. As a general rule no private soldier is to be promoted to the rank of corporal, no gunner or driver to the rank of bombardier wheeler or bombardier collar-maker, and no shoeing smith to the rank of farrier-sergeant, unless he is in possession of a third class certificate of education. No corporal is to be promoted to the rank of sergeant unless he is in possession of a second class certificate. Under special circumstances, however, a commanding officer may, with the sanction of the General officer commanding the brigade or division, promote an otherwise valuable man who may not be educationally qualified. The promotion of non-commissioned officers at the School of Gunnery shall be made from one class to another as vacancies occur, but shall depend upon maintained efficiency and good conduct.

Educational requirements.

Non-commissioned officer attached to the Militia, &c.

83. Non-commissioned officers detached for duty with the militia, yeomanry, or volunteer corps, will be borne as supernumeraries on the rolls of their corps in the army until the completion of their period of service for discharge to pension or otherwise; but the promotion of successors to fill the vacancies will take effect from the date of removal of the non-commissioned officers from their corps.

Sergeant instructors of musketry.

84. Sergeant instructors of musketry, when not actually required for the performance of the duties appertaining to their appointment, may be employed in any manner suitable to their rank as staff-sergeants, at the discretion of their commanding officers.

Armourer-sergeants.

85. With a view to obtain competent armourer-sergeants for regiments a corps of armourer-sergeants has been raised, with a permanent dépôt at the Royal Small Arms Factory, Birmingham. Every man is to be duly attested for general service; before he

Interior Economy of Corps.

Section VII.

NON-COMMISSIONED OFFICERS—*continued.*

is promoted to the rank of sergeant he must receive a certificate of his competence from the Inspector of Small-Arms. The attestations of these men are to be made out in duplicate, one copy to be retained at the small-arms factory, and the other, together with the man's copy-attestation, to be sent to the regiment or station to which he may be posted, the officer commanding being held responsible that these documents are kept duly completed according to regulation, and that, on every removal of an armourer-sergeant from one corps or station to another, they are forwarded to the superintendent at Birmingham, in order that the entries may be duly transferred to the copy of the attestation in his possession, and the duplicate copy sent to its new destination. The names of candidates for the corps of armourer-sergeants, accompanied by a copy of their records of services and extracts from the court-martial and defaulter books, as also applications for armourer-sergeants of the corps, to be posted to regiments, will be forwarded, through General officers commanding districts, to the Assistant Superintendent of the Royal Small-Arms Factory at Birmingham. General officers commanding will issue routes for the movement of candidates, on receiving a notification from the Assistant Superintendent as to the dates upon which they can be received at the factory. The documents of men of the corps posted to arsenal stations, or to the "reserve" in India, are to be retained at the headquarters of the corps in this country.

86. Men of the corps of armourer-sergeants may be re-engaged, with the consent of their commanding officers, at the regiments or stations where they are serving, provided they are in all respects qualified and approved by competent military authority; but the re-engagements must in all cases be for the corps of armourer-sergeants. They must have completed two-thirds of their limited service from the date of their last attestation before they can be so re-engaged. A copy of the re-engagement paper will be forwarded direct to the Adjutant-General.

Re-engagement of
armourer-sergeants.

87. It being a matter of great importance that none but men who have proved themselves to be fully qualified, both as regards conduct and efficiency, should be re-engaged for the corps of armourer-sergeants, commanding officers are to be particular in ascertaining, before allowing these men to re-engage, that they are well conducted, and do their work in a careful and satisfactory manner, and have not contracted intemperate habits.

Conduct and
efficiency.

If an armourer-sergeant serving with a regiment be reduced to the ranks, he shall, if on home service, be sent back to the dépôt of the corps of armourer-sergeants; if on foreign service, to an arsenal or an ordnance store station, or be discharged from the army. Should there be no armourer-sergeant at the ordnance store station who can be entrusted with the control of him, he shall be sent home to the dépôt by an early opportunity; but if there shall be an armourer-sergeant, then the

Armourer-sergeants
reduced.

Section VII.

Interior Economy of Corps.

NON-COMMISSIONED OFFICERS—*continued.*

reduced armourer sergeant may be allowed to remain at the station for a year, at the end of which period he shall be sent home unless he shall by his good conduct in the meantime have qualified himself for re-promotion.

Survey of
armourer-
sergeant's
tools.

88. Before any armourer-sergeant is allowed finally to quit a regiment, or on his reduction for misconduct, the commanding officer is to cause a survey of the forge and tools to be made in presence of both the old and new armourer-sergeants, and loss or undue damage assessed accordingly. The tools should at all times be in a sufficiently serviceable state to enable work to be done with them; but in giving over tools, exception is not to be made on account of their being half-worn, as armourer-sergeants are not to be expected to hand over their tools in a new state.

Duties of
armourer-
sergeants.

89. Armourer-sergeants will—

- a. Execute all repairs required to the arms (including lances, pistols, swords, and scabbards) in possession of, or that may be supplied to, their respective regiments or corps; and perform any other work, within their capabilities, required to the equipment of their corps, such as repairs to helmets and chains, busby chains, lancer cap chains, and the brass-work on the lancer cap.
- b. Thoroughly strip all rifles, carbines, and pistols, and examine and clean them periodically. With the prescribed assistance, brown the barrel of each rifle, carbine, and pistol, every second year, or oftener if necessary. Examine and clean periodically all arms.
- c. Mark all arms in possession or that may be supplied, also the drums, bugles, flutes, piccolos, or trumpets. Perform all repairs to the iron and metal-work of accoutrements, saddlery, and appointments, including the roughing of stirrup-irons, which is to be done every third year, or oftener if necessary. Keep in repair the tools in the armourer's field forge.
- d. Within working hours, the services of armourer-sergeants will, when the duties of their own corps admit, be generally available for the performance of any of the above duties for other corps or departments, without extra remuneration; but the employment of an armourer-sergeant with another corps is limited to the case of a corps without artificers,—or to cases in which artificers are attached, but additional assistance is required under exceptional circumstances.
- e. Execute repairs necessitated by carelessness or wilful damage, without addition to pay.
- f. Fit the plates supplied with cork helmets.

Officers commanding cavalry regiments may allot to the armourer-sergeant an assistant, who will not receive any extra pay; but he will be struck off all other regimental duties.

Not required
to perform

90. Armourer-sergeants will not be called upon to perform any work requiring special instruction which they have not

Interior Economy of Corps.

Section VII.

NON-COMMISSIONED OFFICERS—*continued.*

received, such as the repair of trumpets, bugles, and drums, except such trifling repairs as are plainly within their capabilities; and they will not, without special authority, be employed upon any other description of work than that provided for in these regulations, which apply in all respects to armourer-sergeants, whether belonging to the corps of armourers or otherwise. For further instructions regarding the duties of armourer-sergeants, see the Royal Warrant relating to pay, &c., Part I. [Army Regulations, Vol. I].

exceptional
work.

91. Commanding officers of cavalry regiments will observe the following rules in detailing assistant-saddlers for duty with detachments:—

Saddlers on
detachment.

- a. When there are three or more detachments the saddler-sergeant alone should be retained at head-quarters, and, in the event of his having the repairs of more than two troops (including the repair of saddlery left at head-quarters by the troops at out-stations), he should be allowed, if necessary, the assistance of one or more handy men.
- b. When detachments are near to each other the assistant-saddlers should, if necessary, proceed from one station to another to perform repairs.
- c. Care should be taken to avoid, as much as possible, the employment of civilians.

92. With a view to obtain competent sergeant master-tailors, soldiers are instructed in tailoring at the Royal Army Clothing Depôt at Pimlico; and in order to ensure a due supply of trained men for this purpose, commanding officers in the United Kingdom will forward from time to time, through general officers commanding, the names of any candidates (unmarried men to be preferred) who may wish to be trained and who possess the following qualifications, viz.:—"Have a good character; are sober, steady, and industrious; are tailors by trade, with inclination and capacity for the business."

Sergeant
master-
tailors.

93. General officers having satisfied themselves that the soldier proposed for training possesses the above qualifications, will cause him to be examined by a Board consisting of two or more sergeant master-tailors, who will ascertain and report as to the likelihood of his becoming an efficient master-tailor. If the report is favourable, General officers will forward at once to the Adjutant-General the proceedings of the Board (on Army Form A 2, late W.O. Form 263), accompanied by a description return of the candidate and a copy of his company defaulter-sheet. When regiments are stationed singly in quarters, it will only be necessary to take the opinion of the master-tailor of the corps as to the capabilities of the candidate.

To be ex-
amined by a
Board.

94. On receiving certificates of qualification, it will be optional with the men to volunteer to any corps in want of a master-tailor, or, should they prefer it, they may await in their own corps a similar appointment.

Certificates of
qualification.

Section VII.

Interior Economy of Corps.

NON-COMMISSIONED OFFICERS—*continued.*

Special enlistment of civilians for home service.

95. Civilians are no longer enlisted specially as sergeant master-tailors; but any that have already been enlisted as such will, upon a regiment proceeding abroad, be exchanged for a soldier who has been instructed at the Royal Army Clothing Dépôt. If there is a vacancy in any other corps at home, the sergeant master-tailor so exchanged will be transferred to that corps. Application on the subject is to be made to the Adjutant-General.

Vacancies abroad.

96. When a regiment serving abroad requires a master-tailor but has no man present who possesses a certificate of qualification, the commanding officer may, if a suitable man can be found in the corps, appoint him to the situation and apply for the appointment to be confirmed, provided he can certify that he considers him in every respect a man thoroughly qualified for the duties he will be required to perform.

Posting to regiments and dépôts.

97. The sergeant master-tailor is not to be in excess of the establishment of the corps, but is to take the place of a duty sergeant, whose place may be filled up by appointing a corporal to do duty as lance-sergeant.

Penalties for improper appropriation of materials.

98. When a master-tailor first takes up his appointment, that portion of the Clothing Warrant relative to the penalties attaching to the improper appropriation or disposal of materials saved in the cutting of garments, &c., will be read to him, and he will be required to sign a statement that he fully understands its effect. This document will be filed in the orderly-room of the corps.

IV.—SERGEANTS' MESSSES.

Establishment and supervision.

99. The commanding officer is to form a mess for the sergeants, as one of the means of adding to their self-respect and comfort. There are few situations where this arrangement cannot be carried into effect; but where local circumstances may render it impracticable, the reasons which may prevent its adoption are to be explained at the annual inspection. The commanding officer should keep a constant supervision and control over the sergeants' mess, and see that it is conducted with strict economy, regularity, and order. He will be assisted in this duty by the adjutant, under whose immediate supervision the mess should be placed.

Special rules for guidance.

100. The following special rules will serve as a guide to commanding officers of corps in regulating the establishment and interior economy of the sergeants' mess.

All sergeants to be members.

a. All army schoolmasters (if unmarried), military bandmasters, staff and other sergeants, including artificers ranking as sergeants, whether married or single, are to be members of the mess, and the single members must always be dining members. In sergeants' messes of the Royal Engineers, 1st corporals are also to be members. Paid lance-sergeants will belong to the

Interior Economy of Corps.
Section VII.**SERGEANTS' MESSES—continued.**

mess, but those who do not receive pay as such have the option of joining the mess or not. Conductors of supplies and of stores may become honorary members when their numbers are not sufficient to enable them to form a separate mess for themselves.

- b.** Every member should pay an entrance fee not exceeding three days' pay on appointment; and on promotion to sergeant or staff-sergeant, the difference of three days' pay. A monthly subscription may be charged, not exceeding one shilling and sixpence for unmarried, and ninepence for married or detached members. A non-commissioned officer at Kneller Hall who pays a subscription to the mess of that institution is not liable for a subscription to the sergeants' mess of his corps.

Fees and sub-
scriptions.
- c.** Mess-meetings are to be held monthly at which all members are to attend. The sergeant-major to preside, or in his absence the quartermaster-sergeant or senior staff or colour-sergeant. Minutes of the proceedings to be recorded and submitted for the approval and confirmation of the commanding officer.

Mess-meet-
ings.
- d.** The management of the mess is to be conducted by a committee, the president of which should not be below the rank of colour-sergeant, with two sergeants (one married and one unmarried) as members. They will be appointed quarterly at a mess-meeting, subject to the approval of the commanding officer. They are responsible to the commanding officer for the whole management of the mess; they have power to authorize all usual and ordinary expenditure, but no outlay of an exceptional kind is to be made without the previous sanction of a mess-meeting, and the approval of the commanding officer.

Mess-com-
mittee.
- e.** A sergeant, not a member of the mess-committee, is to be selected by the committee to act as caterer, subject to the approval of the commanding officer. He is to be exempt from all other duties. He is to take charge of all stores of eatables and liquors, and is to receive from members the amounts due for issues of liquor. These amounts may, at the discretion of the commanding officer, be paid weekly, or on the spot; but in either case the cash is to be handed over to the treasurer the same day as it is received. In the case where credit is given the amount should be recorded in a book kept for the purpose and totalled each day. The caterer has no authority to make purchases or to select tradesmen without the sanction of the committee. The mess will draw exclusively through the medium of the canteen all supplies ordinarily sold at the canteen. In respect of articles which are not ordinarily sold at the canteen, commanding officers will decide whether they

Caterer.

Section VII.**Interior Economy of Corps.****SERGEANTS' MESSES—continued.**

shall be procured through the canteen or direct from tradesmen.

Messing.

- f.* The daily rate of messing is not to exceed one shilling. No beer or spirituous liquor is to be sold before the forenoon parade, and under no circumstances to a private soldier or to a non-commissioned officer of the corps who is not a member or honorary member of the mess.

Accounts.

- g.* A staff or colour-sergeant is to be appointed by roster to act as treasurer for the quarter. The treasurer is to collect from pay sergeants the amount due by members for messing, and also their monthly subscriptions. On receipt of these amounts the treasurer will at once pay all outstanding bills, which must first be signed by the president. The committee will be strictly responsible to the commanding officer that all bills for current expenses are punctually paid, and will certify to him, at the end of each month, that there are no outstanding debts. They will examine and check weekly the caterer's book, and the accounts of the treasurer, and submit the same with all vouchers on or before the 5th of each month to the monthly mess-meeting. A statement of the accounts, signed by the president, is to be submitted to the quarterly mess-meeting for audit and approval, and to be subsequently laid before the commanding officer. No accumulation of funds should be allowed to remain in the hands of the treasurer during the month; any sum exceeding five pounds (5*l.*) is to be placed in the regimental savings-bank, as also the balance after payment of expenses at the end of the month.

Entertainments.

- h.* No entertainment is to be given unless with the concurrence of two-thirds of a general meeting, and with the sanction of the commanding officer. The liquor used on these occasions is not to be charged against the mess-fund.

Honorary members.

- i.* Honorary members may be admitted with the sanction of the commanding officer, but they should be limited in number and must not be below the rank of lance-sergeant.

Conduct of the mess.

- k.* The senior non-commissioned officer present in the mess is responsible for the maintenance of good order and for the due observance of the rules of the mess.

Detailed rules.

- l.* Each regimental mess may draw up further rules on matters of detail, which must be submitted for the approval of the commanding officer.

President or treasurer.

101. The undermentioned non-commissioned officers are not to act in the capacity either of president or treasurer of sergeants' messes, viz.: regimental sergeant-majors, schoolmasters, military bandmasters, regimental quartermaster-sergeants, and musketry-instructors. See also Section 15, para. 77.

Interior Economy of Corps.

Section VII.

SERGEANTS' MESSES—*continued.*

102. Entertainments by the sergeants' mess should be discouraged by commanding officers; and, as a general rule, the hospitality should be limited to giving to sergeants of regiments joining or quitting the station the accommodation of the mess as honorary members. In all cases the sanction of the commanding officer must first be obtained.

Entertainments.

V.—SOLDIERS' ACCOUNTS, MESSING, AND COOKING.

103. The issue of pay to non-commissioned officers and men is to be made in accordance with the provisions of the Royal Warrant relating to Pay, &c., Part I., and in the presence of an officer.

Issue of soldiers' pay

104. Officers commanding corps of all arms on home service are to certify, on the regimental monthly return which they transmit to the Adjutant-General, that the settlement of the accounts of the men has been duly made by the captains of troops, batteries, or companies; and that the balances in favour of the men, if any, have been carried to their credit. A certificate (Army Form N 1522, late W. O. Form 289) to the foregoing effect by the captain or officer commanding every troop, battery, or company is to be rendered monthly to the officer commanding the regiment (or brigade of artillery), in accordance with the instructions contained on the printed form.

Monthly settlement of the accounts of the men.

Monthly certificate.

105. When a soldier serving in any corps is given up to another corps as a deserter therefrom, his kit is to be sent with him, and his account will be settled between the captains as in cases of transfer. In cases where the deserter is handed over from one branch of the service to another, such articles of his kit as cannot be made use of in the corps which he is to join are to be sold, and the proceeds remitted to the captain of his future troop, battery, or company, to be credited to the man's account.

Kits and debts of deserters.

106. When a soldier serving abroad is sentenced to penal servitude or imprisonment, and is ordered to be sent home for the purpose of undergoing his sentence and of being discharged, he will be informed that the military authorities do not hold themselves responsible for the custody of any articles of private property of which he may be in possession. He will, at the same time, have the option of making such private arrangements as he may think fit for the custody or disposal of the property, or of any articles to which he may attach a special value; and, so far as may be possible, every facility will be given to him for the purpose. Should he, however, decline or fail to make any private arrangement prior to quitting the station of his corps, any articles then remaining in military custody will be sold by public auction, in the same manner as the effects of deserters. The foregoing will not apply to deserters and soldiers convicted of felony, whose property will continue to be dealt with in accordance with the Regimental Debts Act, of 1863, and the Warrant and Regulations relating thereto.

Private property of soldiers sent home to undergo sentence.

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Interior Economy of Corps.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—*continued.*

Soldiers' account-books or pocket-ledgers.

107. Every non-commissioned officer and soldier is to be provided with a pocket-ledger or small account-book (Army Forms B 50 and B 51, late W. O. Forms 267 and 268) to show the monthly settlement of his accounts, the articles of clothing issued to him, his school-certificate, and certificates of any courses of instructions through which he may have passed, and other personal details hereinafter mentioned, and commanding officers are to see that these books are kept with the utmost regularity. Any soldier who shall deface his book, or lose it through want of care, is liable to punishment, and to replace it at his own expense. It is the soldier's own interest to take care that his book is at all times correctly and completely kept. When a soldier is discharged, he is to take his book away with him; in case of desertion, the book, if left behind, will remain in charge of the regiment. In the event of a soldier dying in the service, his book will, if desired, be forwarded to his relations or representatives; and if it contain a record of wounds received in action, or of distinguished acts of bravery, it will remain an honourable memorial of his character and conduct.

Signing of accounts in pocket-ledger.

108. The name, number, and regiment of the soldier are to be printed, or written in a fair and legible hand, on the cover of his book, which is always to be kept by the soldier and produced at all kit-inspections. Captains are responsible that each man's account is completed and signed at every monthly settlement, the captain to sign to a credit, the soldier to a debt or when there is no balance. The accounts of soldiers who cannot write are to be verified by the signature of a witness (other than the pay-sergeant) to the soldier's mark.

Entries of service, medals, &c., in pocket-ledger.

109. All entries in the soldier's pocket-ledger relating to "service abroad," "receipt of clothing," "marriages," "children," "becoming non-effective," and "next-of-kin," are to be signed by the officer commanding the troop, battery, or company to which the man belongs; the entries regarding "promotion," "wounds," and "distinguished conduct" are to be in the handwriting of that officer, as well as signed by him. All awards of medals, and all distinctions, granted to soldiers in respect of war services, whether by the British or any foreign Government, are to be entered in the soldier's pocket-ledger, under the head of "distinguished himself;" but medals with gratuities or annuities for long or meritorious service, and good-conduct badges, are on no account to be recorded there. The religious denomination to which a soldier belongs is to be recorded in his pocket-ledger, and the entry is to be duly attested by his signature or mark.

Religious persuasions.

110. Soldiers are to be classified under one of the following heads, viz.:—Church of England;
Presbyterians;
Wesleyans;
Other Protestants, not included in the foregoing;
Roman Catholics.

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Section VII.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—continued.

111. Officers commanding will require all recruits on joining to state the names of their brothers (if any) specifying whether they are older or younger than themselves, and these particulars are to be entered in the soldier's pocket-ledger. It should be borne in mind that the persons designated as the next-of-kin in the soldier's pocket-ledger, are not thereby entitled, at the death of such soldier, to inherit his property. The entry in question has no legal effect whatever, and unless a soldier duly executes a formal will, his estate is dealt with as if he died intestate, and the person intended to be benefited may receive little or no share in the distribution. The entries of next-of-kin are to be verified and corrected soon after the 1st January in each year, and a report to that effect is to be made in the regimental monthly return of 1st February following.

Entry of
next-of-kin in
pocket-ledger.

112. The soldier's pocket-ledger contains forms of wills, drawn up in strict conformity to the law on that head, with rules annexed for the guidance of soldiers executing the same; and commanding officers should impress forcibly upon every man the advantages of executing his will according to these forms and instructions, so far as applicable, and of retaining the will when prepared, either folded in his pocket-ledger or in any other manner calculated to preserve it from injury. (See section 14, para. 9.)

Forms of
wills.

113. Savings-banks have been established under the authority of an Act of Parliament, and in accordance with a Royal Warrant (W.O. Cir. 711), with a view to encourage habits of economy among the troops. They afford the soldier the means of profitably depositing his savings under Government security.

Savings-
banks.

114. The commanding officer of every corps is directed upon the first arrival of the corps at any place where it is to remain in quarters, to cause public proclamation to be made that if the landlords or other inhabitants suffer the soldiers to contract debts, such debts will not be discharged. If after such public proclamation, the inhabitants shall, notwithstanding, suffer the soldiers to contract debts with them it will be at their own peril, the officers not being obliged to discharge such debts.

Crying down
credit.

115. Sections 4 to 44 (inclusive) of the Army Discipline and Regulation Act, 1879, are to be read and published once in every three months at the head of every corps, and also the following notice:—

Army Discip-
line and
Regulation
Act.

“Under the existing law, any person who shall maliciously and advisedly endeavour to seduce any person or persons serving in Her Majesty's forces by sea or land from his or their duty and allegiance to Her Majesty, or to incite or stir up any such person or persons to commit any act of mutiny, or to make or endeavour to make any mutinous assembly, or to commit any traitorous or mutinous practice whatsoever, may, on being legally convicted of such offence, be sentenced to penal servitude for the term of the natural life of such person.”

Section VII.

Interior Economy of Corps.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—*continued.***Messing and Cooking.**

Messing.

116. The regularity of the men's messing is an object of primary importance. It is the duty of the commanding officer to see that the soldiers' meals are properly and sufficiently provided without exceeding the rates laid down in the Royal Warrant relating to Pay and Promotion, Part I. [Army Regulations, Vol. I], and an evening meal is invariably to be furnished to them in addition to their breakfast and dinner.

Inspection of kitchen and meals.

117. The officers on regimental duty are to visit and inspect the kitchens and cooking apparatus daily; and are also to visit the men's barrack-rooms during the breakfast, dinner, and evening meal hours in order to see that these meals are properly prepared, and that there is no cause for complaints.

Regulations regarding cooking.

118. With a view to establish an efficient system of military cooking throughout the army, and thereby to insure to the soldier the full benefit of the means afforded for varying his diet, one sergeant-cook, who is classed as a sergeant, is appointed to every regiment of cavalry, brigade of artillery, battalion of infantry, or command of other corps, equivalent to a battalion.

Sergeant-cooks.

Preliminary training.

119. Before non-commissioned officers can hold this appointment they will be required to undergo a course of training at the instructional kitchen at Aldershot. Applications for this purpose are to be made by commanding officers to the Quartermaster-General through general officers commanding, and a return at the same time forwarded on Army Form B 114. (late W. O. Form 437).

Qualifications of candidates.

120. It is indispensable that none but intelligent non-commissioned officers be selected. Each candidate should also fulfil the following conditions:—

- (a.) He should be a steady and trustworthy non-commissioned officer.
- (b.) He should be able to keep simple accounts, to write with accuracy and quickness, and to work with ease the first four rules of arithmetic, as well as simple proportion.
- (c.) He should be in such a position as to afford a guarantee that he will be available to serve at least five years as sergeant-cook.

Families not to accompany them.

121. Non-commissioned officers detached from their corps for this purpose are not to be accompanied by their families. They are to take with them their side-arms and waist-belts.

Probationary service.

122. Upon the return of the non-commissioned officer to his corps, after having gone through the course of instruction, he will be considered as on probation for the period prescribed by Royal Warrant, viz., three months after which his commanding officer should apply to the Quartermaster-General (through the General officer commanding) for the Commander-in-Chief's approval to his being confirmed in the appointment of sergeant-cook. When so confirmed, a parchment-certificate of competency will be given to him.

SOLDIERS' ACCOUNTS, MESSING, AND COOKING—*continued*.

123. The training of a second cook at Aldershot has been approved for every corps now entitled to have a sergeant-cook, with a view to his being available, when required, to replace the sergeant-cook, or to superintend the cooking for a detachment. When not employed in either of these capacities, the second cook will do duty in the ranks. He will be selected from the corporals, or from the lance-corporals, and must be unmarried. He is not to receive his certificate of efficiency until he shall have served the probationary period of three months accumulatively, during the absence of the sergeant-cook. The second cook ought, if he has given satisfaction, to succeed to the appointment of sergeant-cook when it falls vacant. No expense whatever is to be entailed by the appointment of second cooks, beyond the travelling expenses of the men to and from Aldershot for instruction.

Second cook.

Selection.

124. Arrangements are to be made by the commanding officer for the disposal of all refuse from the cooking of the meat, &c., the sum accruing being divided monthly among the troops, batteries, or companies, according to their strength, and carried to the credit of the messing. A canvas fatigue-dress for the cooks of each company, together with the cost of washing the same, and vegetable-nets, to be provided out of this fund. An account of the fund and its appropriation is to be published monthly in regimental orders.

Disposal of refuse fund.

125. When it is considered desirable to deprive a sergeant-cook of his appointment for misconduct or inefficiency, an immediate report of the circumstance is to be made through General officers commanding to the Quartermaster-General. In cases of inefficiency the certificate of competency must be surrendered and forwarded with the reports.

Deprivations of appointment.

126. With the view of improving the quality and reducing the cost of the soldier's messing to the utmost possible extent, commanding officers will arrange for the supply of groceries, vegetables, milk, &c., to the troops under their command, either by contract or from the regimental canteen, as may be considered most advantageous. If contracts are adopted the detailed arrangements laid down in G. O. 69 of 1868 will be adhered to.

Contracts for soldiers' messing supplies.

VI.—SOLDIER-SERVANTS, ORDERLIES, &c.

127. The practice of employing soldiers as servants is sanctioned as an indulgence under the following regulations, which are to be strictly adhered to:—

Restrictions as to employment.

- a. General or other officers employed on the STAFF OF THE ARMY are allowed to employ soldiers as servants in the following proportion; viz., Lieutenant-Generals, *three* each; Major-Generals, *two* each; and all other Staff-officers, the same as allowed to mounted officers of Infantry; but when a second soldier as bātmān is not obtainable no

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Section VII.

Interior Economy of Corps.

SOLDIER-SERVANTS, ORDERLIES, ETC.—*continued.*

claim for an allowance in money instead will be admitted. These soldiers are to be taken from the troops, in the same district or station as the Staff-officer, or, on authority being obtained, from the regiment to which the Staff officer belongs, and are in all cases to join their regiments when the latter are ordered to quit the command in which the General or Staff-officer may be serving, if abroad; or to move out of the United Kingdom, if at home.

- b. In the CAVALRY and ARTILLERY, each officer, when present in quarters or absent on duty, is allowed one soldier servant and a bātmān of his own corps to groom his horses employed for regimental purposes.
- c. Officers of the Royal Engineers, and Departmental Officers not attached to regiments, except medical officers attached to station hospitals, are permitted to employ soldiers as their servants, under the same regulations as apply to officers employed on the Staff of the Army.

Officers who employ soldier servants under these regulations, (a) and (c), are allowed to retain them for a reasonable period without reference to the station of the regiment to which the men belong, so long as it remains in the United Kingdom. This rule is, however, liable to exception in times of emergency.

- d. In the INFANTRY, every officer is allowed to have one soldier of his own corps to attend him, and mounted officers, keeping horses for regimental purposes, are allowed to employ a second soldier as bātmān.
- e. An Adjutant of Militia is allowed one soldier belonging to the Regimental Depôt with which he is connected to act as his servant. A quartermaster of a militia battalion, when the head-quarters of his battalion are at the same station as the regimental depôt, is also allowed to employ as a servant one of the soldiers of the depôt. (*See* Section 18, para. 26).

Selection of
servants.

128. Soldier-servants are to be selected exclusively from those who have done duty in the ranks of infantry of the line for eighteen months, and of mounted corps for two years, and who are perfectly acquainted with their military duty, and of established good character. They are to be completely clothed, armed, and equipped; they are to compose a part of, and perform their share of duty on, any guard, or other service, on which the officer, to whom they are attached, is employed; to fall in with their respective troops or companies at all reviews, inspections, and field-days, when not required to take charge of spare horses. They are to go through the annual course of musketry instruction, and are liable to such drills as the commanding officer may judge necessary, to ensure their being on all occasions prepared to act in the ranks, and to do their duty as soldiers. In the cavalry, one soldier-servant for each officer may be exempted from guard duty and mounted parades.

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Section VII.

SOLDIER-SERVANTS, ORDERLIES, ETC.—*continued.*

129. When an officer is removed from one corps to another, the transfer of a soldier, who has been acting as his servant, to the corps to which the officer has been removed, for the purpose of continuing his servant, is forbidden. Servants to officers transferred.

130. Officers are not to be permitted to employ European soldiers at stations where an allowance is drawn in lieu of servants. At foreign stations.

131. Regimental officers employed as superintendents of gymnastics, in acting staff appointments, on staff duty in the field, under garrison instruction, under instruction at the gymnasium, Aldershot, or on any temporary military duty away from their regiments, are to retain their soldier-servants. Officers employed temporarily on Staff or detached from corps.

132. Officers studying at the Staff College are not allowed to retain their regimental servants, but cavalry officers who have their full number of horses with them at the college, are allowed one bātmān from the corps. This restriction, however, does not extend to officers, who, having passed the final examination, are subsequently attached to either cavalry, infantry, or artillery, or to the staff of a General officer, for the purpose of instruction. In such a case a route will be furnished for the servant both in going from, and in returning to, his corps or dépôt; but the public is not to be put to the expense of replacing him by another man, should he be dismissed for any reason. In the event of an officer not wishing to take a servant from his own corps, the officer commanding the corps or battery to which he is temporarily attached will detail a soldier from it to attend upon him. At Staff College.

133. Commanding officers may use their discretion in authorising one soldier-servant to attend a regimental officer proceeding on leave of absence not exceeding two months, but not to leave the United Kingdom without the special sanction of the Commander-in-Chief. Soldiers so employed are to be accounted for in the returns, as "servants to officers absent," and not as "on furlough." Officers on leave.

134. In the case of an officer returning home from a foreign station on account of severe illness, the General officer commanding is at liberty to permit a soldier to accompany him as a servant; the arrival of such soldier in the United Kingdom is to be reported to the Adjutant-General. Officers returning as invalids.

135. The payment by officers to soldiers employed as their servants is two shillings and sixpence per week in the cavalry and artillery, and one shilling and sixpence in the infantry. Troop sergeant-majors, sergeants, and farriers of the mounted services are to pay to soldiers employed in looking after their horses and appointments one shilling and sixpence per week. Trumpeters and rank and file, who, under particular circumstances, require to have their horses and appointments looked after, are to pay one shilling per week. Payment to servants.

136. Mounted troops are to be employed as sparingly as possible. Employment

Section VII.

Interior Economy of Corps.

SOLDIER-SERVANTS, ORDERLIES, ETC.—*continued.*

of mounted orderlies.

sible in the conveyance of letters, and it is only in special and urgent cases that letters or reports are to be so forwarded.

Conveyance of despatches.

137. The precise time at which the despatch is sent off, and the rate at which it is to be conveyed, are to be written very clearly on the covers of all letters transmitted by mounted orderlies. A receipt is always to be given to a mounted orderly delivering a despatch; and the hour at which it is received should be specified thereon.

Rate of speed.

138. The rate is not, except in urgent cases, to exceed six miles per hour; and the orderly, on all occasions when there is no letter to take back, is to return leisurely to his quarters. These instructions, and the rate at which he is to travel, are to be clearly explained to the orderly at the time he receives the despatch.

Dismounted men in cavalry.

139. Any dismounted men who may form part of the establishment of a regiment of cavalry are to be clothed, armed, and equipped in every respect like the rest of the regiment, with the exception of horse-appointments. All such men are to be frequently drilled in the field, and regularly practised in every part of their duty as cavalry soldiers.

VII.—ARMY SIGNALLING.

Instructors and assistant instructors.

140. One officer as instructor and two non-commissioned officers as assistant instructors in army signalling will be appointed to each regiment of cavalry, brigade of garrison artillery, and battalion of infantry. They must have obtained certificates of qualification from the School of Military Engineering at Chatham, or from the School of Army Signalling at Aldershot; and these certificates are to be considered as their appointments to the above positions.

Their employment.

141. No emolument attaches to either of these appointments, and the holders thereof are not to be struck off regimental duty, except when employed with a class of instruction. All vacancies in these appointments are to be immediately reported to the Inspector of Signalling at Aldershot, through the General officer commanding, and the dates and causes thereof stated.

System of instruction.

142. Instructors will be held responsible that the system laid down in the Manual of Instruction and taught at the School of Army Signalling at Aldershot is strictly adhered to; and as the signalmen of one corps may at any time be called upon to communicate with those of another, identity of system is absolutely necessary.

Classes.

143. In corps provided with certificated instructors care will be taken to form classes for regimental instruction. Requisitions for stationery required for these classes should be included in the annual demand made by commanding officers in accordance with Section XVIII of the Regulations relating to Allowances (Army Regulations, Vol. I, Part III). Each class will consist of one officer, with three corporals and six privates to

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Section VII.

ARMY SIGNALLING—*continued.*

qualify as signalmen, and these, when under instruction or subsequently employed on signalling, will be relieved from other duty as much as the commanding officer may deem necessary to ensure their perfect efficiency as signallers. Regimental practice will be carried on weekly, and where two or more regiments are quartered at the same station, brigade practice will also take place under the superintendence of the senior regimental instructor. Practice should, if possible, extend to two or three days a week. Brigade practice will in no way supersede regimental practice.

Regimental
practice.

144. Army-signalling is a duty the proper discharge of which depends, in more than an ordinary degree, on the efficiency and conduct of each individual employed. Signallers are often placed in isolated positions, where every man has a responsibility resting on himself. They must, therefore, be specially selected for steadiness of conduct, and must also be quick and intelligent, able to read and write well and spell correctly, and have good eyesight. Officers commanding corps will see that no non-commissioned officer is selected to join a class under the Inspector of Army Signalling at Aldershot to be trained as an assistant instructor who does not possess these qualifications. Commanding officers will also be particular that no man who is not similarly qualified is permitted to join the regimental classes. The greatest care and discrimination on the part of the instructor must be used to prevent any man being reported as a qualified signalman, unless he be perfectly fit to fulfil all the required duties.

Selection of
men.

145. One officer from each troop or company, and twelve non-commissioned officers or privates from each regiment of cavalry, and six non-commissioned officers or privates from each battalion of infantry, are to be specially selected as signallers; and at least one supernumerary per troop or company is to be trained in order to replace men becoming ineffective. In the Royal Artillery three non-commissioned officers or rank and file from each battery of garrison artillery are to be selected as signallers, and one supernumerary from each battery is to be trained to replace ineffectives.

Number to be
selected.

146. The signalmen of each corps at home will be inspected annually during the autumn by the Inspector of Army Signalling, who will report on such points as may be deserving of notice respecting the proficiency or otherwise of the signalling classes inspected, and who will send in a return on Army Form B 225 (late W. O. Form 71) after each inspection, to the General officer commanding the district for transmission to the Quartermaster-General. The annual inspection abroad will be conducted by a qualified officer specially selected each year by the General officer commanding.

Inspection of
signalmen.

147. A quarterly return on Army Form B 226 (late W. O. Form 70) will be prepared by officers commanding corps in

Returns.

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Interior Economy of Corps.

ARMY SIGNALLING—*continued.*

duplicate. One copy will be forwarded through the General officer commanding to the Inspector of Army Signalling, Aldershot, the other will be retained by the corps.

VIII.—PIONEERS, AND EMPLOYMENT OF SOLDIERS IN TRADES.

Employment
of soldiers in
trades.

148. The advantages to be derived from the employment of soldiers in various trades and handicrafts have been fully recognised; the object being to render corps independent of external aid, and to enable them to perform for the departments of the army, such works as are usually executed by civil contractors. Much, however, will depend on the co-operation and assistance of commanding Royal Engineers and commanding officers of corps, before a sound regimental system can be established on this basis; General and other officers commanding should therefore endeavour, by all means in their power, to promote a scheme from which great benefit may be anticipated, not only to the State, but to the troops generally.

Establish-
ment of
pioneers.

149. The establishment of pioneers allowed in each battalion of infantry is one pioneer-sergeant, and ten pioneers. The following distribution of trades should be adopted:—One sergeant, a carpenter by trade if possible; three carpenters; two bricklayers (one able to plaster, the other to slate); one smith (able to shoe horses); one mason (able to cut stone); one painter and glazier; two plumbers and gas-fitters.

Pioneers, how
regarded.

150. The pioneers are to be regarded as a small corps of regimental artificers, competent to repair barracks or perform any work required by a corps either at home or abroad; and also capable of imparting instruction to men desirous of learning a trade.

Selection of
pioneers.

151. Commanding officers are authorised to appoint suitable men to be pioneers, and should make every effort to obtain, by transfers from other corps, or by enlistments, men of the prescribed trades. These men are to be selected mainly on account of proficiency in their trades; but they ought also to be men of good character, as the success of the employment of soldiers in trades will greatly depend upon the zeal, industry, and aptitude they display. Their proficiency should be ascertained by the Royal Engineer Department under arrangements to be made by general officers commanding. Some of the men, specially selected, can be received from time to time at Woolwich Arsenal for instruction. In the case of a smith, he can be placed until competent to shoe horses, under the farriers and shoeing-smiths of any cavalry regiment, battery of Royal Artillery, or company of the Ordnance Store Corps at the station.

Appointment
of pioneer-
sergeant.

152. When a competent man, who should be able to write a legible hand and keep accounts, has been selected for the appointment of pioneer-sergeant, application is to be made to the General officer commanding for his admission to the School

Interior Economy of Corps.

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PIONEERS, AND EMPLOYMENT OF SOLDIERS IN TRADES—*continued.*

of Military Engineering for instruction in the building and field-work branches. On his being reported by the commandant as qualified to superintend the pioneers in repairing barracks and constructing field-works, he will be appointed pioneer-sergeant on probation, and may be confirmed in the appointment by the officer commanding after three months under the supervision of the Royal Engineer department at the station, provided that the commanding Royal Engineer can state in his certificate that a longer probation is unnecessary. He will not be allowed to fill any other situation, and will be classed, in all respects, as a sergeant.

153. The pioneers may be employed on work for the Royal Engineer department, Commissariat and Transport Staff, or Ordnance Store department:—(1) By contract or agreement made with the pioneer-sergeant. (2) By piece-work. (3) By day-work, or by the hour. At the discretion of the commanding officer, pioneers may be employed in the quartermaster's stores, or on other duty; but every encouragement and facility should be afforded to enable them to work at, or instruct others in, trades. As a rule, pioneers should be with the head-quarters of a corps, but commanding officers will be guided by circumstances in this respect.

Employment
of pioneers.

154. In addition to the pioneers, all non-commissioned officers and men who have followed other crafts and callings are to be tested and classified by the Royal Engineer department, Commissariat and Transport Staff, and Ordnance Store department respectively, according to the nature of the trade. A list of all such men, whether belonging to the trades of the pioneers or otherwise, with their respective classifications, is to be kept in the orderly-room. The classification is to be entered in the men's pocket-ledgers. Recruits, when properly drilled, are also to be tested, and their names added to the classification lists.

Classification
of men by
trades.

155. Officers commanding regiments are to arrange with the Commanding Royal Engineer for the repairs and alterations to barracks, and with the commissariat officer for the repairs to furniture and utensils, being performed, when practicable, by the artificers of their corps, and are to give every encouragement to men who can be spared from regimental duty for such work. A preference for employment should always be given to skilled or superior workmen who are of good character.

Repairs to
barracks.

156. When circumstances admit, work may also be done for the corps, and private work (including the shoeing of horses) for officers, or others, if approved of by the commanding officer, provided that all such private work be executed within the confines of the camp, cantonment, or barracks. The pioneer-sergeant should be directed to afford every encouragement to tradesmen, who may not be pioneers, to avail themselves of the advantages offered in the regimental workshops, by employing them for short periods when practicable.

Private work
for officers
and others.

Section VII.

Interior Economy of Corps.

PIONEERS, AND EMPLOYMENT OF SOLDIERS IN TRADES—*continued.*

Works' Fund. **157.** A fund to meet the cost of repairing or replacing tools, or other contingent expenses, will be kept by the regimental paymaster; and in order to establish and maintain it, a contribution not exceeding five per cent., to be fixed by the commanding officer, will be deducted from payments made for all work performed. The fund must not at any time exceed 30%. These arrangements are made entirely with a view to the system being self-supporting; the cost of all repairs to the workshops should therefore be paid out of the "Works' Fund."

Its apportionment. **158.** The apportionment of money earned by contract, and the payment of the tradesmen, must be carried out by the pioneer-sergeant under the general supervision of an officer who should be nominated for this purpose by the commanding officer; and who could also act as referee in all matters connected with the regimental workshops.

Reports and applications. **159.** General officers, at their annual inspections, are to report on the instruction and employment of men in trades, briefly stating the progress made, or any impediments there may be to the full utilization of the labour of military artificers. Whenever suitable workshops do not exist at a station, commanding officers of regiments should make application to General officers commanding with a view to authority being obtained for the provision of such rooms and appliances as may be necessary. For lists of tools authorised, see Equipment Warrant (Army Regulations, Vol. III).

Instruction of soldiers' children in trades. **160.** In all corps in which regimental workshops have been established, every facility should be given to the elder boys for instruction in trades, the wishes of the parents being as far as possible consulted; and in mounted corps they should not only be allowed, but encouraged, to attend the stable hours, in order that they may have an opportunity of qualifying themselves to act as grooms.

IX.—MARRIED SOLDIERS.

Regulations. **161.** The detailed regulations relative to soldiers permitted to be borne on the married establishment of a corps, termed "The Married Roll," and the advantages allowed to them, are contained in the Army Circulars.

Marriages to be discouraged. **162.** Commanding officers of corps, who have ample experience of the very great inconvenience arising from the improvident marriage of soldiers, are to discountenance such marriages, and to explain to the men that the inconvenience and distress naturally accruing therefrom are serious and unavoidable, particularly when corps are ordered to embark for foreign service.

Consent of commanding officer. **163.** All soldiers below the rank of sergeant must have completed seven years' service, and be in possession of at least one good-conduct badge, in order to be eligible to have their names placed on the "Married Roll." Furthermore, every non-com-

Interior Economy of Corps.

Section VII.

MARRIED SOLDIERS—*continued.*

missioned officer and soldier, previously to his marriage, is to obtain the consent of his commanding officer, and state the name and condition of the woman he proposes to marry. A balance of at least 5*l.* in the regimental savings-bank should also be considered a desirable qualification. Commanding officers may use their discretion in cases where the foregoing conditions have been fulfilled, in granting permission to soldiers to marry in anticipation of vacancies occurring on the Married Roll; but it should be understood that such permission will not carry with it any privileges, until the vacancy actually occurs.

164. Officers commanding corps on foreign stations are to specify in the returns which they transmit to the *depôt-companies* at home, any vacancies which may occur in the "Married Roll" (stating the names of the women creating the vacancies), and are at the same time to name those whom they may recommend to be sent out to fill such vacancies.

Vacancies
abroad; how
filled.

165. No soldiers are to be allowed to sleep out of their quarters permanently, except those who have received the permission of their commanding officers to marry, and who, together with their wives, are of good character, or widowers, with children, if approved by commanding officer. Such men must be regular in attending to their duties, orderly in their lodgings or quarters, exact in their dress, and never leave their lodgings or quarters after tattoo except when on duty or on leave. Any man not obeying these orders is to be immediately brought into barracks.

Sleeping out
of quarters.

166. In special cases where a soldier married without leave has any children, the commanding officer may grant permission to the man to be out of mess, in order to support his family. Such permission, however, is to be considered as an indulgence to be granted only to men of good character.

Men married
without leave

X.—SOLDIERS' LETTERS.

167. As regards the postage on letters within the United Kingdom and the Channel Islands, the troops are placed by the Acts of Parliament ("The Post-Office (Duties) Acts, 1840 to 1871"), by which the affairs of the Post-Office are regulated, on the same footing as all other classes of the community, except that their letters are not liable to any additional postage when re-directed, provided they do not exceed half an ounce in weight. Reference should be made to the "Post Office Guide" (published quarterly by order of the Postmaster-General), for detailed information relating to the postage of soldiers' letters.

At home.

168. Non-commissioned officers and soldiers may send or receive letters, not exceeding half an ounce in weight, on their

Abroad.

Note to para. 168.—As an exception to this rule, letters to Mauritius by private ship are liable only to a postage of 1*d.*, which must also be prepaid; and unpaid letters from Mauritius are subject to a charge of 2*d.* only when conveyed by the same means.

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Interior Economy of Corps.

SOLDIERS' LETTERS—*continued.*

own private concerns, to or from any of Her Majesty's colonies or foreign possessions, by a British mail packet, for a postage of one penny, if prepaid, or by private ship for a postage of 2*d.* each, if prepaid. The postage must be prepaid upon such letters as are posted in the United Kingdom, otherwise they cannot be forwarded, but any received in the United Kingdom from abroad unpaid are charged 2*d.* each on delivery, when conveyed by a British mail packet, and 3*d.* each when conveyed by a private ship. When a soldier's letter is sent through a foreign country it is subject, in addition, to the foreign postage, whatever that may be.

Address of
letters sent by
soldiers.

169. Upon all letters sent by soldiers to or from the colonies as above, the regimental number and name of the soldier, his rank, and the corps to which he belongs, are to be superscribed; and all such letters are to be endorsed by the officer in the actual command of the corps, or detachment to which he belongs, who is to specify his rank, and the corps, or detachment commanded by him, in his own handwriting, thus :—

From 195, A. B., Corporal in..... Regiment.	
To.....
C. D.,.....
Commanding
.....	Regiment, Detachment, &c.

And in the case of non-commissioned officers and soldiers employed on military duties, otherwise than with their corps, the rank of the non-commissioned officer or soldier, and the fact of his employment on military duties, must be specified in the address of letters sent to him; and in regard to letters sent by him, these must be superscribed by the officer under whom he may for the time be serving. In the case of staff-clerks and other soldiers attached to military staff-offices, their letters should be endorsed by the officer in charge of the Department.

Letters sent
to soldiers.

170. Letters addressed to soldiers, or sent by them, if endorsed or franked as above, whether at home or abroad, are not liable to additional postage when re-directed. In all cases of letters addressed to soldiers, their regimental number, rank, and the particular corps or detachment to which they belong, are to be specified.

Privileges not
to be abused.

171. The indulgence of the conveyance of letters to and from non-commissioned officers and soldiers at a reduced rate of postage is applicable exclusively to letters addressed to and designed for the non-commissioned officers and soldiers themselves, or written by and sent direct from them; and no explanation which

SOLDIERS' LETTERS—*continued.*

may be offered for an abuse of this privilege is to be admitted or in the smallest degree to exculpate any officer, non-commissioned officer, or soldier, who may directly or indirectly aid, or connive at, such deviation from the true intention and spirit in which this boon has been granted. No privilege is allowed to a soldier if his letter be addressed to the care of another person who is not allowed to send and receive his letters at the reduced rate of postage.

172. No charge is to be made, by any person whatever, against the non-commissioned officer or soldier for the delivery of his letters, which are to be subject to no expense beyond the rate of postage fixed by Act of Parliament. At military stations where the barracks are within the limits of the free delivery of any town, the Postmaster-General will cause all regimental letters to be delivered at such barracks by the post-office servants, free of all expense, provided the officer commanding the troops shall prefer that mode of delivery to their being called for at the post-office.

Delivery of
soldiers'
letters.

173. The post-office letter-carriers are not to be unnecessarily detained at the barracks upon these occasions, or required to distribute the regimental letters; but the commanding officer is to appoint some trustworthy non-commissioned officer to receive and distribute them, paying any charges for postage.

Post-office
letter-carriers
not to be
detained.

174. At stations at which the barracks are beyond the limits of the free delivery of any town, the regimental letters are to be called for at the post-office by an orderly non-commissioned officer as a duty, for the discharge of which he is to receive no remuneration. Commanding officers are to make arrangements whereby this orderly shall be provided with money to pay the postage, the daily amount of which can be but small under these regulations.

Regimental
post-office
orderly.

XII.—DIVINE SERVICE.

175. All officers in command are to take care that Divine Service is regularly performed for the troops under their orders. They are to see that the conduct of the chaplains is such as becomes their office, and to bring to notice any deviations from the mode of conducting public worship as laid down in the instructions issued from time to time by the Chaplain-General on that head.

Regular per-
formance of
Divine service.

176. Chaplains are to be treated with those marks of respect which are due to their rank and profession, and General and other officers commanding are to render them every possible assistance in carrying out their duties. Soldiers are to be instructed at all times to salute chaplains.

Chaplains to
be treated
with respect.

Note to para 175.—See "Instructions for the guidance of Chaplains of the Church of England in their ministrations to the Troops," issued by the Chaplain-General, dated 1st February, 1878.

Section VII.

Interior Economy of Corps.

DIVINE SERVICE—*continued.*

Senior
and Junior
Chaplains.

177. The subordination of a Junior Chaplain to the Senior at the same station (when both are of the same denomination) is not precisely that of a junior officer to his senior. The Senior Chaplain is bound to arrange the work of the Chaplains at his station; and though, once arranged, he should not interfere in detail with the work of the other Chaplains, yet he is bound to obtain such knowledge as shall enable him to report any neglect or objectionable proceedings to the Chaplain-General, through the General officer commanding. The Junior Chaplain is to communicate with the Senior in case of any difficulty. Every Chaplain has the right of direct communication with the Chaplain-General on any purely ecclesiastical matter which may require his opinion or advice.

Assemblage
for public
worship.

178. In assembling troops for public worship in the field, care is to be taken that they are not brought together in numbers greater than the voice will reach. Soldiers attending Divine Service are to wear their side arms.

Extent of
chaplain's
charge.

179. Chaplains are required to render all the spiritual assistance in their power to officers and their families as well as to the families of the men, whether on the "married roll" or not, and to the men themselves, whom they are to regard in every respect as their parishioners.

Families of
soldiers.

180. Officers commanding corps and detachments are to afford every facility for the attendance of the wives and families of the men at public worship, and to induce them by every means in their power to attend regularly.

Liberty of
worship.

181. No soldier, being a Roman Catholic, or of any religious belief differing from that of the Established Church, is to be compelled to attend the Divine worship of the Church of England; and every soldier is to be at full liberty to attend the worship of Almighty God according to the forms prescribed by his own religion, when military duty does not interfere with this arrangement.

Roman
Catholics and
Presbyterians.

182. Roman Catholic, Presbyterian, or Wesleyan soldiers, or men of other denominations, if their number shall exceed 20, are to be regularly marched to and from their own places of public worship, under the command of an officer, or in charge of a sergeant, if not exceeding that number. The officer or sergeant is to remain with them during the performance of the service.

Supply of
Bibles to
soldiers.

183. The supply of Bibles and Prayer-Books to the soldiers is to be limited to those men who may be desirous of possessing them, and books so issued are to last ten years. The names of the soldiers to whom they are given are to be written on the front page, and soldiers when discharged are to be allowed to retain them. When a soldier is found to have lost or disposed of the books which may have been furnished to him at the cost of the public, he is to be charged with their value, and, if necessary, again provided with them.

Interior Economy of Corps.

Section VII.

DIVINE SERVICE—*continued.*

184. Commanding officers are to take care that all Bibles and Prayer-Books transmitted for the use of the soldiers, under proper authority, are distributed in the most appropriate manner; and that the greatest attention, consistent with their free circulation and use, is given to their preservation. An ample supply is to be allotted for the use of the patients in hospitals, and of the young soldiers, and children, who may be under instruction in the regimental schools. The names of the recipients, and the dates of delivery, are to be recorded in a book to be kept for that purpose. Their distribution.

185. The Army School Regulations direct that the business of army schools shall be suspended for an hour on two separate days in each week, to enable the clergy to give religious instruction to classes of adults and children. General officers are therefore to give such directions to the chaplains and officiating clergymen, within their respective commands, as shall ensure this order being carried out; requiring them to enter in the school book the hours at which they attend for the discharge of this important duty, and the subject on which, on each occasion, instruction has been given. Religious instruction in schools.

186. Whenever a commanding officer, with whom the power rests, shall deem it expedient to prevent a civilian clergyman, regularly ordained, from officiating in military churches or chapels, he shall make an immediate report, in writing, of the circumstance to the Adjutant-General stating his reasons for such prohibition. Civilian clergymen.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION VIII.—DUTIES.

-
- I.—Roster of Duties.
 II.—Duties in Garrison.
 III.—Duties in the Field.
 IV.—Duties in Aid of the Civil Power.
-

I.—ROSTER OF DUTIES.

To commence
from senior.

1. In all duties, whether with or without arms and whether performed by corps or by individual officers, the roster is to commence from the senior downwards.

Classification
of duties.

2. Duties are thus classified:—

I. Guards, 1st, of the Sovereign; 2nd, of Members of the Royal Family; 3rd, of Viceroy; 4th, of the Captain-General, or Governor of a Colony; 5th, of the Commander-in-Chief at home or abroad.

II. Divisional duties under arms.

III. Brigade or garrison duties under arms.

IV. Regimental duties under arms.

V. Courts-martial. 1st, general; 2nd, district or garrison; 3rd, regimental.

VI. Boards or courts of inquiry. 1st, divisional; 2nd, brigade; 3rd, regimental.

VII. Working parties.

VIII. Duties of fatigue.

Duties, how
detailed.

3. When an officer's tour for more than one duty comes round on the same date, he is to be detailed for that duty only, which has the precedence in the classification in para. 2, and is to receive an "overslaugh" for any other duties. When an officer is actually in the performance of one duty, and his tour for another duty occurs, he is not to make good that other duty, but his tour is to pass him. An officer detailed as "in waiting" is not entitled to count a tour of duty.

Courts-
martial.

4. Attendance at a court-martial, the members of which shall have been assembled and sworn, is to be reckoned a duty, though the court shall be dissolved without trying any person. On any day on which a court-martial is not actually sitting, its members are, without further orders, to be considered available for parades or other duties; they are not however to quit the station without the authority of the General officer commanding, until the court shall have been dissolved. This rule is also applicable to courts of inquiry and boards.

Duties.**Section VIII.****ROSTER OF DUTIES—continued.**

5. A corps, detachment, guard, piquet, or fatigue-party, is only entitled to count a tour of duty when it has marched-off the ground where it may have been ordered to parade. Marching-off
parade to
count a tour.

6. An officer detailed in orders is not to exchange his duty with another without the permission of the authority by whom he was detailed. Exchange of
duties.

7. Officers of Artillery and Engineers are not to be exempted from a participation in the general duties of the garrison or camp in which they may be serving (guards and piquets excepted, which they take with their own corps only). But as the officers of these corps have, in some situations, an extensive superintendence, and always more or less responsibility, when entrusted with detached commands:—it is ordered, that though the commanding officers of artillery and engineers are at all times to be included in the general or garrison roster, they are to be exempted from garrison duties, at the discretion of the General in command, in cases where they have peculiar professional occupations which demand their attention, and which would be interrupted by the performance of such duties. Garrison
duties of
Artillery and
Engineers.

8. The duties of officers of the Coast Brigade of Artillery being considered sufficient, if properly carried out, to occupy their entire time and attention, these officers are relieved from all garrison and regimental duties except such as relate solely to the men of the divisions under their command. The Coast Brigade should only be paraded with other troops in cases of urgent necessity. Coast Brigade
of Artillery.

II.—DUTIES IN GARRISON.

9. At all home garrisons and stations the hours for the “*Reveille*,” “*Retreat*,” and “*Tattoo*” throughout the year will be regulated as follows:— Hours for
reveille,
retreat, and
tattoo sound-
ing.

Reveille.	etreat.	Tattoo (last Post).
Varying from 5.30 A.M. in summer, to 6.30 A.M. in winter.	At sunset.	At 10 P.M., except where otherwise specially au- thorised.

The time for beating or sounding these calls is to be taken from the main or other guard—to be named in garrison orders—or from the firing of the station gun, where there is one.

10. At foreign stations these hours are to be adhered to as far as practicable, but they may be varied at the discretion of General officers commanding, to suit the degree of latitude in which their respective commands are situated. These rules do not apply to troops on active service in the field, when the “*Reveille*,” is to be sounded at daybreak, and “*Tattoo*” at such an hour as may be ordered by the Commander of the forces. Abroad.

11. The reveille sounding is to be the signal for the troops to Troops to rise
at reveille.

Section VIII.

Duties.

DUTIES IN GARRISON—*continued.*

- rise, and to clean and arrange their barrack-rooms under the superintendence of the non-commissioned officers.
- No bugle sounds, &c., after tattoo.** **12.** Between tattoo and reveille no trumpet or bugle is to be sounded, or drum beaten, with the exception of the call "lights out," to be sounded a quarter of an hour after "the last post" of tattoo, and the "fire-alarm," or other signal in case of a turn-out of the troops.
- All soldiers to be in barracks.** **13.** No soldier is to be out of his quarters between tattoo and reveille, without a printed pass signed by his commanding officer.
- Duties of the field officer.** **14.** The ordinary duties of the field officer of the day are,—to be present at general guard-mounting, to visit all guards by day and night, and to turn-out and take command of the piquets in case of fire, riot, or other alarm. In the morning, on the dismounting of the guards, the reports of their commanders are to be forwarded by the field officer to the officer commanding at the station, together with his own report, in which he is to note any irregularity or occurrence of an unusual nature that may have come under his observation in the course of his duty.
- Captain to act as field officer.** **15.** In small garrisons, a captain is to do the duty of the field officer of the day, in the same manner in all respects, except that his being mounted may be dispensed with. In large garrisons, when the guards are numerous or widely distributed, a captain as well as a field officer of the day may be detailed, and the former, at the discretion of the Commandant, may be directed to perform a portion of the field officer's duties.
- Adjutant of the day and drummers.** **16.** An adjutant of the day, and any regimental staff that may be required for garrison duties, including the band and drummers, are to be furnished from the regiments in garrison according to roster.
- Town-major or brigade-major.** **17.** No officer, unless he commands the parade or station, or is a staff officer of the station of higher rank, has any right to interfere with, or to give any orders on the parade to, the town-major or brigade-major.
- Field officers.** **18.** All Majors will do duty as field officers in garrisons, and brevet field officers when so employed will at all times be mounted.
- Hour for guard-mounting.** **19.** As a general rule, guards and piquets of infantry will mount at 10 a.m., the usual hour for the daily forenoon parade.
- Inspection of guards, &c., by an officer.** **20.** All guards and parties with arms are, previously to going on duty, to be carefully inspected and sized by the adjutant, or some other officer of their corps, and marched by him from their regimental to the general parade.
- Duties of commanders of guards.** **21.** Commanders of guards are to make themselves thoroughly acquainted with all the orders for their guards, as well as with those on each sentry's post. The standing orders of the guard are to be distinctly read and fully explained to the men, as soon as the guard has mounted. Every relief is to be regularly inspected before going to, and also on returning from its post.

Duties.

Section VIII.

DUTIES IN GARRISON—*continued.*

22. Commanders are to go their rounds at least twice by day and twice by night; and, in addition, a non-commissioned officer with a file of men, is frequently to visit the sentries, in order to ascertain that they are acquainted with their orders, and are carrying them out in a proper manner. The greatest vigilance is to be exercised by commanders as well as by non-commissioned officers of guards, to ensure a correct and exact performance of all duties on the part of those under them, and to prevent drinking and all other irregularities. Going rounds.

23. Commanders are never to quit their guards, except for the purpose of visiting their sentries, and they are then to inform the next in command of their intention and the probable time of their absence. They are also to prevent any non-commissioned officer or soldier from quitting the guard without leave, which is to be sparingly granted, and only for special purposes. Officers and men not to quit their guards.

24. Neither officers nor soldiers are to take off their clothing or accoutrements while on guard. They are to be at all times alert and vigilant in the performance of their night-duties. Guards not to take off clothing.

25. All Guards are to turn out at the commencement of the *Reveille*, *Retreat*, and *Tattoo* sounding, when they are to be carefully inspected by their commanders, whose duty it is to ascertain that all the men are present and regular in every respect. Guards to turn out at reveille, retreat, and tattoo.

26. Sentries will be relieved every two hours; and in cold or inclement weather they may, at the discretion of the officer commanding the garrison or camp, be relieved every hour during the night. Regimental arrangements should be made for a cup of hot coffee to be provided at some period of the night (for instance at 1 a.m.) for each man of the guard. The expense to be borne by canteen-funds. Relief of sentries.

27. Sentries furnished by stable guards will mount with, or without, arms at the discretion of commanding officers. Stable guards.

28. When a fire breaks out or any alarm is raised, all guards are to be immediately under arms, and so continue until the fire is extinguished, or the cause of alarm has subsided. Fire or other alarm.

29. In their guard-reports, which are to be made on Army Form B. 160 (late W. O. Form 1036), commanders are to mention the particular hours at which they went their rounds, as well as the hours at which their guards were visited by officers on duty, and by "rounds," of any description. They are also to send an immediate report to the field officer or captain of the day, of any unusual occurrence that may happen on or near their guards. Guard reports.

30. The printed form of guard-report is applicable more particularly to regimental main or quarter guards where prisoners are confined, but General and other officers commanding may use their discretion in ordering manuscript forms of report, based on the prescribed form, to be rendered by other guards (Q. R.) Forms.

Section VIII.

Duties.

DUTIES IN GARRISON—*continued.*

All main and quarter-guard reports, showing the disposal of prisoners by commanding officers, are to be preserved *in original*, and laid before General officers at their inspections.

Patrols detached to assist the civil authorities.

31. Patrols detached from a guard or piquet to assist the civil authorities, or for the purpose of quelling any disturbance in which soldiers are concerned, are never to be sent out with their side-arms only, but are to be invariably fully armed, and when employed in the actual suppression of disturbances are to be under the command of an officer. This is not applicable to ordinary regimental piquets or patrols when employed in the apprehension of absentees and disorderly soldiers, in which cases the men may be sent out with side-arms only.

Inspection of guards on being dismounted.

32. All guards on dismounting are to be marched with the utmost regularity to their regimental parades, where they are to be inspected and their arms examined. In the case of an officer's guard, the men on being found clean and regular are to be dismissed by the commander after he has reported to any officer of superior rank on the parade. If the guard be in charge of a non-commissioned officer, and no officer is present on the parade, a report is to be made to the adjutant or orderly officer previous to dismissal.

Young officers to be supernumeraries on guard.

33. No officer is to be placed in charge of a guard until he is sufficiently acquainted with the duties required of him in that position. For the purpose of instruction, young officers are to be put on duty as supernumeraries with senior officers, from whose advice and example they may be expected to obtain a knowledge of their duty.

Commander responsible for stores, &c.

34. All stores and furniture (including the sentry-box watch-coats) in charge of a guard are to be handed over from one commander of a guard to another. The officer or non-commissioned officer commanding the relieving guard will be responsible for their correctness, and will certify in his report to the state of each article when taken over.

Fortresses.

Division into districts.

35. It is the duty of the Commandant of every fortified place to see that the fortress is divided into a convenient number of districts. The number and boundaries of these districts will be fixed after consultation with the commanding officers of artillery and engineers. To each district an officer of artillery and engineers will be appointed, and the names of these officers will be notified in garrison orders.

Distribution of troops.

36. The troops of the garrison considered as a defensive force will be apportioned to each district, and the station of each corps also notified in garrison orders. A place will be selected within the fortress, where the reserves will parade.

Inspection by commandant.

37. At such times as the commandant may deem it desirable he will inspect the fortifications, or such part of them as he may

Duties.

Section VIII.

DUTIES IN GARRISON—*continued.*

consider requisite. On these occasions he will be accompanied by the commanding officers of artillery and engineers.

38. As each district is examined, the troops will get under arms and take up the positions assigned to them; the flank guns and parapets will be manned; drawbridges raised; sally-ports closed; and the expense-magazines and side-arm sheds opened.

Manning batteries and assembling troops.

39. The commandant in the course of his inspection will see that the officers, non-commissioned officers, and men of the infantry are acquainted with the communications of that portion of the fortress assigned to them, and with the general nature of their duties. The district officers of engineers acting under the orders of the commanding royal engineer will explain the uses of each work or portion of the work to the infantry.

Instruction of infantry.

40. The commanding engineer will prepare a detailed account of the fortress on a form selected for that purpose. This document will be considered strictly confidential, and the commanding engineer will be held responsible for its safe keeping. The commanding officer of artillery and the commandant will have free access to this document, but no portion of it must be copied.

Detailed account of fortress.

41. Proper range-tables for each battery must be prepared, printed, and retained in the battery with its stores; and also a table showing the distance from the battery of the most conspicuous objects within range of the guns.

Range tables.

III.—DUTIES IN THE FIELD.

42. All General officers are, as soon as possible, to make themselves acquainted with the nature of the country in which they are serving; with the roads, passes, bridges, and defiles, &c., and particularly with the outposts; so that in the event of their being ordered suddenly to support or defend any post, they may be able to march without waiting for guides, and be competent to form the best disposition for the service. They are to instruct their aides-de-camp in these particulars, and always to require their attendance when they visit the outposts.

Knowledge of surrounding country.

43. An intimate knowledge of the theatre of action, and its neighbourhood, must be of the greatest use to every officer. By maps, acquired local information, and unremitting activity and observation, they will attain this important knowledge. Guides may be of service in the common operations of marches; but near the enemy the eye and intelligence of the principal officers must determine the movements of troops, and enable them to seize and improve every opportunity.

How to be obtained.

44. Before any site for an encampment or bivouac is selected a medical officer will, if circumstances permit, be called upon to give his opinion on the salubrity of the proposed position, and offer any recommendations that he may consider necessary

Medical officer to assist in selection of site.

Section VIII.**Duties.****DUTIES IN THE FIELD—continued.**

respecting the preparation of the ground, and the general sanitary arrangements of the camp.

Duties on
first arrival in
camp.

45. On the arrival of a division or brigade on the ground destined for its camp, the quarter- and rear-guards of the respective regiments are to be mounted immediately, and the advanced piquets, if circumstances require them, posted. The tents are then to be pitched; and until this duty is completed, the officers are on no account to quit their troops or companies, or to employ any soldier for their own convenience. Detailed instructions for the formation of camps are contained in the "Regulations and Instructions for Encampments."

Quarters of
General
officer.

46. General officers are not to leave their brigades until the tents are pitched and the guards are posted. They are to encamp with their brigades, unless quarters can be procured for them in the immediate vicinity.

Alarm posts.

47. The alarm-posts of each regiment and of brigades are to be fixed immediately after the arrival of the troops in camp, and the troops are to be made acquainted with the alarm-posts of their respective regiments, and officers commanding regiments with that of the brigade to which they belong.

Prize money.

48. Prize money, which is solely the property of the Crown, must in all cases be dealt with in accordance with Acts of Parliament on the subject; and is on no account to be distributed by officers in command of troops in the field.

Daily Routine of Duties in Camp.

Officers for
daily duty.

49. The officers for daily duty in camp, in addition to those in charge of guards, are to be a General or Generals of the day, according to circumstances and the strength of the camp. In large camps there is to be a lieutenant-general of the day, and a major-general of each wing, or one major-general of cavalry, and one of infantry and brigade-majors, in the same proportion; a field-officer for each brigade, a captain and subaltern of the day for each regiment, and an adjutant and quartermaster of the day for each brigade.

General
officer of the
day.

50. The General of the day is to superintend the regularity and discipline of the camp in every particular; he is to visit the guards, and the outposts (unless the latter have been placed under the command of some particular officer); he is to call out and inspect the inlying piquets as often, and at such times, as he thinks proper; he is to receive all reports from guards and outposts, and make immediate communication of any unusual occurrences to the General in command.

Field officer of
the day.

51. The field officer of the day has the general superintendence of the camp of the brigade; he is to be present at the mounting of all the brigade guards, which he is to visit by day and night. The inlying piquets are always to be considered under his immediate command; he is to call them out, to inspect

Duties.

Section VIII.

DUTIES IN THE FIELD—*continued*.

them, to order such patrols from them as he may judge necessary to ensure the regularity and order of the camp, and, in the event of their being ordered out of camp on any duty, he is to accompany them.

52. The captain of the day is to superintend the cleanliness and regularity of the camp of his own corps; to attend the parading of all regimental guards and visit them by day and night; and to report to the commanding officer anything of an extraordinary character that may happen. Captain of the day.

53. The subaltern-officer of the day is to assist the captain in his various duties, and report to him any irregularity which may come to his knowledge. Subaltern of the day.

54. The brigade-adjutant of the day is to assist the brigade-major in his various duties, and in the absence of the brigade-major he is to receive and execute all orders. If necessary, he is likewise to attend for orders at head-quarters. Adjutant of the day.

55. It is the duty of the brigade-quartermaster of the day to attend to the general cleanliness of the camp and to take care that all broken glass and filth of every kind are removed and placed in the refuse-pits; but the performance of this duty is not to relieve the quartermaster of each corps from being held responsible for the cleanliness of the camp of his own corps. Quartermaster of the day.

56. The officers on duty, and those in waiting as next for duty, who are always to be mentioned in the orders of the day, are constantly to remain in camp, or within their cantonments, if circumstances so require. Officers on duty to remain in camp.

Camp Guards, Piquets, and Outposts.

57. All camp guards are to be regularly mounted at the same hour. The piquets next for duty are always to be warned at the time when those actually on duty mount. If the latter are ordered out of camp, the former are to parade at once, and to be considered on duty. The general rules for guards given in this section under the head of "Duties in Garrison," are to be observed in camps, so far as they are applicable thereto. Mounting.

58. The strength of the inlying piquets will depend on that of the corps, and on the situation and requirements of the camp. Piquets are to mount at "*Retreat*," from the brigade alarm-post or other convenient place which may be appointed for that purpose, and to proceed thence to the posts which they are to occupy during the night. On active service they are not to remove their accoutrements, and are to hold themselves in readiness to turn-out at the shortest notice. All detachments of brigades which are ordered to march immediately are to be taken from the inlying piquets, and replaced forthwith. Inlying piquets.

59. It is desirable that the duty of outposts should be performed by troops selected for this service (with such assistance from the Line as may be requisite), and be under the immediate direction of some General or other officer especially appointed. Selection of troops for outposts.

Section VIII.

Duties.

DUTIES IN THE FIELD—*continued.*

to that command; but circumstances may render it necessary that this duty should be done by the Line alone, in which case the outposts fall under the command of the General officer of the day, unless some officer is detailed for the purpose.

Rules for
marching.

60. Outlying piquets are to march to and from their posts without trumpets sounding or drums beating, and as silently as possible. The men are to carry their provisions with them, ready-cooked, when circumstances will permit. The cavalry are, if necessary, to carry sufficient forage for the time they are to be out.

Duties of
officers.

61. Officers on outpost duty are to inspect all reliefs of sentries, both when they go on and come off their posts; to call the rolls frequently; and by every means in their power to keep the men under their command in a constant state of vigilance and preparation.

No person to
pass outposts.

62. Officers, soldiers, and followers of the camp, are not, on any account, to be suffered to pass the outposts, unless they are on duty, or present a regular permit from head-quarters.

Flags of truce.

63. Persons bearing a flag of truce from the enemy, are to be treated with attention and civility; but as communications of this nature are frequently designed for the purpose of gaining intelligence, and of reconnoitring the army and its outposts, the most strict and efficacious means are to be adopted to frustrate such intentions.

Deserters
from the
enemy.

64. When a deserter comes in from the enemy, he is immediately to be sent under proper escort to the officer commanding the outposts, who, after ascertaining whether he brings any intelligence immediately relating to his own post, is to forward him to head-quarters.

Guides.

65. Officers commanding the various outposts are to send guides or orderly-men to the brigade-major of the day, or to the brigade-major of their own brigades, as circumstances may require, in order to conduct the new guards and to carry such orders as may be necessary. When the army is on the march, they are to apprise the brigade-major of the situation of their posts, as soon as they arrive at them.

Working Parties.

Military
labour by
soldiers.

66. When a soldier is detailed to do military labour as one of a working or fatigue party, it is his duty to perform that labour, whether the regulations provide extra pay or not. On the other hand, it is not consistent with the engagement of a line soldier to direct him to do artificer's work (excepting always in case of emergency), unless with his own consent. But if the soldier is a regimental artificer, or by the conditions of his service is liable to work at a trade, he may be ordered to do such work, whether connected with his own corps or not.

Liability of
soldiers to be

67. Soldiers are liable to be employed as fatigue parties whenever the public service may require. It is therefore to be

Duties.

Section VIII.

DUTIES IN THE FIELD—*continued.*

clearly understood that working pay is not admissible for soldiers when employed as fatigue parties on garrison or regimental duties. The duties will, as far as possible, be defined from time to time at each station by an order to be issued, with the approval of the Secretary of State for War, by the General or other Officer commanding.

Among the duties which are to be performed by fatigue parties are the following:—

Serving with the fire-picquet, cleaning yards, garrison guard rooms and hospitals, filling carts with coal, carrying coal for Staff or Departmental Officers, or for Guards, sweeping barrack squares, rolling roads, weeding, moving furniture from barracks being dismantled, or from storehouses to barracks required to be furnished, changing furniture in guard-rooms, loading or unloading carts with stores used by, or intended for issue to the garrison, the construction of field works by infantry soldiers while under instruction, the demolition of field works thrown up for instructional purposes, the levelling of ground, the opening up and making communications in and about camps or quarters, the maintenance of drill grounds, military roads and fences for cavalry, and of ranges and butts for rifle practice.

On service in the field where a field ration is allowed to the troops, the liability of soldiers to be employed without working pay on every kind of labour, as forming part of their ordinary duties, must necessarily be enforced.

Artillery soldiers are liable to be employed upon all the ordinary duties of artillery men, without being entitled to working pay.

Among work of this description, is the following:—

(a.) Mounting, dismounting, or shifting guns, or any other work of that nature relating to guns or stores appurtenant to artillery armaments.

(b.) Removing guns or warlike stores appurtenant to artillery armaments, except under the following conditions:—

Removing guns of 12 tons and upwards, their carriages and platforms, for a distance exceeding 300 yards to or from the emplacement, in any other manner than by water, or by horses along a line of road.

Removing heavy warlike stores or guns of under 12 tons, for a distance exceeding one statute mile, in any other manner than by water, or by horses along a line of road.

Removing guns or heavy warlike stores by horses along a line of road, provided the distance, including the march from stables, going and returning, is not less than ten miles.

(c.) Examining and keeping in order the guns and stores

employed as
fatigue
parties.

Duties to be
performed by
fatigue
parties.

On field
service.

Work to be
done by men
of R.A. with-
out working
pay.

Section VIII.

Duties.

DUTIES IN THE FIELD—*continued.*

constituting the armaments of forts and batteries, including assisting artificers in re-venting guns.

(*d.*) Making up ammunition for artillery armaments, or for salutes.

(*e.*) Gauging or piling shot, shell, or ammunition appurtenant to artillery armament.

Liability
of non-
commissioned
officers.

68. Staff sergeants who are not regimental artificers, when employed on working parties, are to be considered exempt from manual labour, except such as is necessary in conjunction with their duties as superintendents. All other non-commissioned officers and men are liable to be required to work at their crafts. Sergeants, corporals, and second corporals of Royal Engineers, for whom there is suitable employment at their crafts, or in the superintendence of working parties, will not, except in cases of emergency, be required to work as labourers.

Horse
Artillery
and Cavalry.

69. The Horse Artillery, Royal Artillery Riding Establishment, and the Cavalry, are not called upon to furnish working parties unless the exigencies of the service require it.

Register of
working pay
in Royal
Engineers.

70. A register of the several rates of working pay at which soldiers of the Royal Engineers are rated will be kept in their pocket ledgers, and the officers in charge of companies and detachments will be held personally responsible that every change in the rating for working pay, with the date thereof, is correctly entered. Changes of working pay due to temporary employments or instructional rates will not be noted in the pocket ledgers.

Working
parties.

71. Officers commanding corps are not to furnish working parties without an order from the General officer under whose command they are serving. In carrying out large works with military labour, the execution of a separate portion of the work should be confided to each corps. Whenever permanent working parties are employed, a statement showing their average strength is to accompany the general monthly return from the station.

How to be
detailed.

72. It is of the utmost importance that at sieges and on field-service, working parties should be detailed by companies, battalions, brigades, and divisions, as required, and not be formed of detachments from different companies and corps. The officers should be with their respective companies or corps. The officers and non-commissioned officers of the working parties will be held responsible for the *amount* of work done, the duty of the Engineers being to see that the labour is *properly applied*.

General Regulations for Troops in Camp.

Troops quit-
ting camp.

73. No officer is on any account to sleep out of camp or cantonments without leave; and non-commissioned officers and soldiers when on service in the field are strictly prohibited from quitting their camp or cantonments without a pass signed

Duties.

Section VIII.

DUTIES IN THE FIELD—*continued.*

by their commanding officer. In ordinary camps, in time of peace, certain limits are to be fixed, at the discretion of General or other officers commanding in camp, beyond which soldiers are not to go without permission.

74. Corps encamped near villages are to send frequent patrols into them to apprehend any soldiers who may be there without passes, or who, having passes, may behave improperly. Villages to be patrolled.

75. Every encouragement is to be given to the people of the country occupied to supply the camp markets; and any soldier ill-using, molesting, or attempting to defraud them, or to exact anything for their free passage to and from the camp, is to be summarily punished in the most exemplary manner. Country people bringing supplies.

76. All foraging parties, and those employed in carrying water or collecting fuel or straw, are to be attended by a non-commissioned officer from each troop or company. If a party exceeds twenty men, and is to march any considerable distance from camp, it is to be under the command of a subaltern-officer. Foraging parties.

77. The troops of every branch of the service are at all times to be kept in readiness to turn-out at the shortest notice. It is expected that in half-an-hour from the time the troops receive the order to march, either by day or night, the army shall stand formed at the head of its encampment, with baggage packed, and the whole force prepared to move. This state of preparation is equally essential in cantonments and in camp; and in both the troops are to be accustomed to march without any previous notice. Troops to be in readiness to turn out.

IV.—DUTIES IN AID OF THE CIVIL POWER.

78. When troops are called out in aid of the civil power at home, the officer commanding at the station is immediately to report the same by telegraph to the Adjutant-General for the information of the Commander-in-Chief. The officer commanding the party will report daily in writing to the Adjutant-General, as well as to the officer commanding the station from which he has been detached, the progress or completion of the service on which he is employed. Calling out of troops to be reported.

79. No officer is to take out troops for the purpose of aiding in the suppression of riot, the maintenance of the public peace, or the execution of the law, except upon the requisition, in writing, of a Magistrate or in cases of *great and sudden emergency*; nor are troops to be sent to assist the Civil Force in case of *expected* riots, except upon the written requisition of Lords Lieutenants, Sheriffs, or a Magistrate or Magistrates having jurisdiction in the place where a riot is expected, or, in case of emergency, on the receipt of a telegram from such authorities. Magistrate's requisition for riots.

For expected riots.

Section VIII.

Duties.

DUTIES IN AID OF THE CIVIL POWER—*continued.*

Movement of
the troops.

80. The officer commanding the troops is to move to the place to which he shall be directed by the Magistrate; he is to take care that the troops march in regular military order, with the usual precautions, and that they are not scattered, detached, or posted in a situation where they may not be able to act in their own defence. The Magistrate is to accompany the troops, and the officer is to remain near him.

Detachments,
how told-off.

81. When the detachment shall be under twenty files, it will be told off into four sections. If there should be more than twenty files, the detachment will be told off into more sections than four.

Commands to
be given by
the officer.

82. All commands to the troops are to be given by the officer. The troops are not on any account to fire excepting by word of command of their officer, who is to exercise a humane discretion respecting the extent of the line of fire, and is not to give the word of command to fire, unless distinctly required to do so by the Magistrate.

Fire of the
troops to be
effective.

83. In order to guard against all misunderstanding, officers commanding troops or detachments are, on every occasion when employed in the suppression of riots or enforcement of the law, to take the most effectual means, in conjunction with the Magistrates under whose orders they may be placed, for explaining beforehand to the people opposed to them, that in the event of the troops being ordered to fire, their fire will be effective.

Firing by files
or sections.

84. If the commanding officer should be of opinion that a slight effort would suffice to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort should be required, he is to give the word of command to one of the sections, told off as above ordered, to fire; the fire of the other sections being kept in reserve till necessary, and when required the fire of each of them being given by the regular word of command of the commanding officer.

Where there
are more
officers than
one.

85. If there should be more officers than one with the detachment, and it should be necessary for more sections than one to fire at a time, the commanding officer will fix, and clearly indicate to the troops, what officer is to order any number of the sections to fire:—such officer is to receive his directions from the commanding officer, after the latter shall have received the requisition of the Magistrate to fire. No person, except the officer indicated by the commanding officer, is to give orders to any file or section to fire.

Instructions
as to firing.

86. The firing is to cease the instant it is no longer necessary, whether the Magistrate may order the cessation or not. Care is to be taken not to fire upon persons separated from the crowd. It is to be observed, that to fire over the heads of a crowd engaged in an illegal pursuit, would have the effect of favouring the most daring and the guilty, and might have the effect of sacrificing the less daring, and even the innocent.

Duties.

Section VIII.

DUTIES IN AID OF THE CIVIL POWER—*continued.*

87. If firing should unfortunately be necessary, and should be ordered by the Magistrate, officers and soldiers must feel that they have a serious duty to perform; and they must perform it with coolness and steadiness and in such manner as to be able to discontinue their fire the instant it shall be found no longer necessary. Serious nature of the duty.

88. Commanding officers of stations and corps are, on the requisition of governors of convict establishments in their neighbourhood, to afford temporary assistance in aid of the civil guard, in cases of emergency, such as a disposition on the part of the convicts to mutiny. Reports of the demand of the governor and of the completion of the service are to be immediately made to the Adjutant-General. Convict establishments.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION IX.—MILITARY EDUCATION.

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- I.—The Staff College.
II.—Regimental Schools.
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I.—THE STAFF COLLEGE.

Admissions,
how regu-
lated.

1. The Staff College is open to officers of all arms of the service, and may consist of forty students; admission to the College being determined by a competitive examination. Only one officer from a line battalion of infantry or regiment of cavalry, six officers from the Royal Artillery, and four officers from the Royal Engineers can belong to the College at one time; but, so far as the exigencies of the service shall permit, there will be no limitation to the numbers allowed to compete for admission. Twenty vacancies are offered for competition annually, three of which may be filled by officers of the Royal Artillery, and two by officers of the Royal Engineers, provided they are among the twenty candidates highest on the list.

Qualifications
for admission.

2. The following are qualifications requisite for admission, viz. :—

- (a) A service of not less than five years previous to examination, exclusive of leave of absence. This is not to apply to the usual leave of absence annually granted to officers on home service, or to the leave of two months on first appointment.
- (b) A certificate from his commanding officer, that the candidate is in every respect a thoroughly good regimental officer; that his name has been recorded on the selected list (referred to in para. 3) since (naming date); that he recommends him for employment on the Staff because he believes that his services in that capacity would be creditable to his regiment, and valuable to the service; and that he knows no reason, either moral or physical, why his expectation should not be justified.
- (c) A certificate that the candidate, if not a captain, has qualified for promotion to that rank.
- (d) A medical certificate to the effect that he is in good

THE STAFF COLLEGE—*continued.*

health, and physically fit for the active duties of the Staff: that he is not deaf or short-sighted.

- (e) A satisfactory reply to the following questions, confidentially, and independently given to the General officer commanding, by the commanding officer and the two next senior officers of the candidate's regiment, viz.:—
1. Is his conduct marked by steadiness and prudence, and is he temperate in his habits?
 2. Is he extravagant in his mode of living?
 3. Is he active and energetic in his habits?
 4. Is he a good (fair or indifferent) rider?
 5. Does he display zeal, activity, intelligence, and discretion in the performance of his duties, and does he appear to take an interest in his profession?
 6. Is his disposition such as would enable him to perform those duties with tact and discrimination, and in a manner calculated to ensure cheerful obedience of orders conveyed by him?
 7. Or, are his manners and temper objectionable, and likely to cause him to disagree with those with whom he might be associated, or be brought in contact.
 8. Report any other characteristic of the officer which renders him suited or otherwise for the duties of a Staff Officer.

Officers who are called upon to furnish the certificates (b) and (e) should remember that this duty is one of the utmost importance, and they should be fully alive to the fact that the success or failure of an officer on the Staff is inseparably connected with the credit of his regiment.

3. Every commanding officer will keep a list of those captains and subalterns over three years' service whom he can certify to be in every respect thoroughly good regimental officers, and whom he recommends for admission to the Staff College, should they desire it, because he believes that their services on the Staff would be creditable to the regiment to which they belong, and valuable to the service; and that he knows no reason, either moral or physical, why his expectation should not be justified. This list should be carefully revised from time to time and submitted at the inspection to the General officer commanding, who should state in his confidential report his concurrence or otherwise with it. Permission to attend the entrance examination will be given only to officers who are on this selected list. The reason for adding the name of any officer to the list, or for removing that of any one from it, must be fully explained to the satisfaction of the General officer commanding.

List of officers recommended for admission to be kept up by commanding officers.

4. The examination for entrance to the Staff College com-

Subjects of examination.

Section IX.

Military Education.

THE STAFF COLLEGE—*continued.*

prises the following subjects, the relative value of each at the examination being shown by the number of marks attached to it:—

	MARKS
Mathematics, limited to arithmetic, algebra, geometry, plane trigonometry, and elementary mechanics	900
Military history and geography ..	900
French	400
German	300
Hindustani	300
Fortification—Field and Permanent..	600
Military Topography	300
Tactics	300
Military Law	300
Geology, exclusive of Mineralogy ..	300
Chemistry, heat, electricity, and magnetism	300

Of these four subjects two only may be taken up.

Standard of qualification.

5. A qualification will be exacted from every candidate in—
 1. Mathematics.—400 marks will be allotted to arithmetic, the first four books of Euclid, and algebra as far as simple equations inclusive; and of this number at least 250 must be obtained for qualification.
 2. Languages.—For the present, half of the allotted marks must be obtained in French or German or Hindustani. For future modifications see foot-note.*
 3. Fortification
 4. Military Topography

{ One-half of the marks assigned to each of these subjects must be obtained.

The remaining subjects, as well as the higher portions of mathematics, may be taken up or not at the option of the candidate, the marks gained therein, and in the obligatory subjects, after deducting 60 from the marks gained in each voluntary subject, being reckoned in determining his position in the list of competitors; but an aggregate of 1,500 marks will, in any case, be required for qualification.

Examination in military history.

Date of examination.

Mode of application.

6. With regard to military history, early notice will, on each occasion, be given of the special campaigns which will form the subject of examination.

7. An examination for entrance in the following February will take place each year on the first Tuesday in June, and seven following week days.

8. Application for permission to attend the examination must, except under very exceptional circumstances, be made whilst the officer is present and serving with his corps; and

* NOTE.—At and after the examination in June 1882, either half marks must be obtained in French, or else a quarter of the marks in French together with half of the marks in German or in Hindustani. At and after the examination in June 1884, half-marks for French will be obligatory on all candidates.

THE STAFF COLLEGE—*continued.*

must, in every case, be made through his commanding officer, and the General officer commanding. The commanding officer, in forwarding the application, will transmit it with the several certificates alluded to in para. 2. The General officer, after satisfying himself that the officer is in every respect a desirable candidate, will attach him to his Staff for one month, at the expiration of which period he will transmit the application to the Adjutant-General to the Forces, reporting confidentially his opinion of the candidate's general fitness for Staff employment, and especially upon his aptitude for business, and for conducting official correspondence. Officers serving at the *depôt* will make their applications to the officers commanding their battalions, who will send the certificate (b), para. 2, to the officer commanding the *depôt*. The replies to the questions specified in (e) para. 2 will be made to the General officer in whose command the service companies are stationed, and will be forwarded by him with his opinion. The officer commanding the *depôt* will also forward the application, and will himself send replies to the questions enumerated in (e) to the General officer commanding, who will then deal with the candidates as above. No application can be entertained which does not reach the Adjutant-General, Horse Guards, in a complete state prior to the 1st May.

9. The examination of those officers who are approved will be held before Boards consisting, wherever possible, of three or more Field Officers; but in no case should the President be below that rank. Candidates serving in the United Kingdom will attend the Board, which will be assembled in London, under the orders of the Director-General of Military Education. General officers commanding abroad will assemble the Board at their most central station.

Boards of Examination.

10. A programme of the order of examination, with detailed instructions for guidance of the Board, and of the candidates, will be issued by the Director-General of Military Education, on each occasion. It is most important that the examination should be conducted with perfect strictness, and in complete accordance with those instructions.

Programme of examination.

11. On the completion of the examinations, General officers commanding abroad will transmit the candidates' papers to the Director-General of Military Education, War Office, Pall Mall, with the least possible delay, in order to enable officers from distant stations, who may be successful in the competition, to join the college on the ensuing 1st of February.

Candidates' papers to be forwarded without delay.

12. Immediately after the reports of the examiners have been received by the Director-General of Military Education, the result of the examination will be published in General Orders, showing the names and index-numbers of the candidates who are successful in the competition, as well as of those who have proved themselves qualified, but for whom there may be no

Notification of result.

Section IX.

Military Education.

THE STAFF COLLEGE—*continued.*

vacancies; the index-numbers alone of candidates who have failed; the total number of marks gained by each candidate, and his place on the list.

Competitors
qualified but
vacancies in-
sufficient.

13. Competitors who may be found qualified at any examination, but who, from want of a sufficient number of vacancies, cannot then be admitted, will not have any claim to subsequent admission without undergoing another competitive examination.

Fees to mess
and library
funds.

14. No payment is required from students to the funds of the College, beyond an entrance fee of 3*l.* from an unmarried and 1*l.* 10*s.* from a married officer, as a contribution to the College mess-fund, in addition to the regulated quarterly subscription; and an entrance-subscription of three guineas to the College library.

Officers to
apply for
instructions
before
joining.
Course of
training.

15. Before joining the College, officers should report themselves in writing, or personally, to the Commandant. No officer is to reside out of the College without permission.

16. The course at the Staff College occupies two years, which period is not to be exceeded except in case of illness, and then only with the sanction of the Field Marshal Commanding-in-Chief. In each year there are two terms, viz., from the 1st February to the 15th July, and from the 1st September to the 15th December; the intervening periods, with a week at Easter, constitute the vacations.

Course of
study, &c.

17. The Staff College Regulations, containing a synopsis of the course of study and practical work, and showing the standard for qualification at the periodical and final examinations, will be forwarded to any officer on application to the Director-General of Military Education, War Office. The Commandant, in arranging the details of the course of instruction, will be assisted by a College Board composed of the professors, military and civil.

Discipline.

18. Confidential reports upon the character and abilities of every officer at the College, and his qualifications for Staff employment will be rendered by the commandant to the Director-General of Military Education for the information of the Commander-in-Chief at the end of each year. In framing these reports, the commandant will be assisted by the Military Professors. Any officer who on these, or any other occasions, may be recommended by the commandant for removal from the College, whether in consequence of marked deficiency or neglect, or as being unlikely to make an efficient Staff officer, will, if such recommendation is concurred in by the majority of the Military Professors, be required to leave the College.

Probationary
examination.

19. At the end of the first year a probationary examination is held, and any student will be required to withdraw from the College who shall fail to obtain the qualifying standard of marks.

Staff College
certificate.

20. The Staff College certificate will be given at the end of the two years' course to those officers only who attain the required

THE STAFF COLLEGE—*continued.*

standard at the final examination, and regarding whom the Commandant's confidential report is favourable. The names of these officers will be published in General Orders in the order of seniority of their regiments—distinguishing those who have gained "Honours," or special mention in any subject.

21. The Commandant in framing his final confidential report will place the names of the officers in the order in which his careful consideration of all the circumstances attending their progress through the College leads him to believe their claims to Staff employment may be fairly considered. He will also indicate the special branch of the Staff for which each officer appears to be most fitted.

Final confidential report.

22. Officers who fail either at the probationary or the final examination will not be allowed to present themselves again for admission to the College.

Failure at probationary or final examination. Officers successful at final examination to be attached to other arms of the service for instruction.

23. Officers who have passed their final examination at the Staff College will be attached for four months, during the following summer drill season, to the several arms of the service, for the purpose of acquiring instruction in those duties and field movements which are not common to their own. The mode in which such instruction will be carried out is fully detailed in the Staff College Regulations. General officers commanding and commanding officers of corps to which officers are attached for this purpose are held responsible that the course laid down in those Regulations is strictly pursued, and will furnish the Adjutant-General with certificates on the form prescribed therein.

II.—REGIMENTAL SCHOOLS.

24. Regimental schools are established for the purpose of affording to non-commissioned officers and soldiers, and to their children, the opportunity of acquiring a sound and useful education. These schools are under the supervision of the Director-General of Military Education.

Their object.

25. All directions relative to schoolmasters and schoolmistresses, and to the management, inspection, and examination of army-schools, are contained in the "Army School Regulations," to which the attention of officers commanding stations and corps is specially called.

Army School Regulations.

26. It is important that the soldier should be able to read and write, and keep his accounts, as well as be acquainted with his drill. Without such acquirements he cannot look for promotion, and is deprived of the interest and improvement derivable from the libraries placed within his reach.

Importance to soldiers to be able to read and write.

27. Every soldier, therefore, after he has been drilled for two months, is to be required to attend the regimental school, until he is in possession of a fourth-class certificate. Where, however, soldiers are retained at depôts beyond two months, this compulsory attendance at school will be deferred until

Every soldier to attend school till he obtains a fourth class certificate.

(Q. R.)

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Section IX.**Military Education.****REGIMENTAL SCHOOLS—continued.**

they join their regiment, except when, owing to both battalions being on foreign service, special permission may be given for carrying it out at the dépôt. Those recruits who, on joining, can satisfy their commanding officer that they are sufficiently educated to obtain a fourth class certificate, may be exempted from attendance until the first half-yearly examination.

Exception.

28. Commanding officers, however, may recommend to General officers in command, for approval of their relief from further attendance, all private soldiers who, after regular attendance for two years, are unable to obtain the certificate, provided that they are reported by the regimental schoolmaster to have been well-behaved and attentive in school. The names of men so relieved from attendance are to be reported with the transmission of the ordinary monthly school report.

Compulsory weekly attendance.

29. The amount of compulsory weekly attendance of uncertificated soldiers at school will be regulated by the commanding officer, but it must not be less than five hours a week. Enlisted boys shall attend school until they are in possession of a second-class certificate. No uncertificated soldier, of less than two years' service, is to be employed in any capacity which interferes with his regular attendance at school.

All soldiers to be encouraged to attend school.

30. Commanding officers of corps are to give every countenance and support to the schools by encouraging as much as possible the voluntary attendance at school of non-commissioned officers and men. Men belonging to detachments of the Army Service or Hospital Corps may, under the directions of General officers commanding, receive instruction in the nearest available regimental school.

Special classes.

31. One great hindrance to advancement in the schools being caused by infrequency of attendance, the formation of special classes is very desirable, provided it can be effected without interfering with military duties.

Instruction in keeping company accounts.

32. In order that non-commissioned officers and soldiers may have an opportunity afforded them of learning the system of paying a company, keeping savings bank and other accounts, army schoolmasters are to be required to make themselves thoroughly acquainted with these subjects, and to instruct therein those adults attending school who are sufficiently advanced in writing and arithmetic.

Annual inspection of schools.

33. Commanding officers and others are to afford the Local Inspectors and Sub-Inspectors of Schools every facility for conducting the half-yearly examinations enjoined by the School Regulations.

Certificates of education.

34. Commanding officers will issue first and second-class certificates of education, on the authority of the Director-General of Military Education, under the conditions laid down in the Army School Regulations; and third and fourth-class certificates on the recommendation of the Sub-Inspector of the District. Local Inspectors are empowered to issue certificates of all classes on their own authority. The examination of can-

Military Education.**Section IX.****REGIMENTAL SCHOOLS—continued.**

didates at foreign stations, where there are no Local Inspectors of Army Schools, will be conducted under special instructions from the Director-General of Military Education. No soldier, on the school books, shall be permitted to present himself for examination for a school certificate unless he is recommended by the schoolmaster.

35. Whenever soldiers are examined for certificates of education, a non-commissioned officer from each of the troops, batteries, or companies to which the soldiers belong, is to attend at the examination room, to identify the men, for the information of the Sub-Inspector of Army Schools, or other officer detailed to superintend the examination.

Soldiers being examined to be identified.

36. The frequent and unnecessary withdrawal of school assistants from their duties at the regimental school being calculated to give rise to much inconvenience in carrying on the instruction, it is essential that a limit should be put to their absence, which is to be required only for the following purposes, viz. :—Attendance during musketry-drill, at one parade a week, and on occasions when they are absolutely wanted for some urgent regimental duty. The schoolmaster will record in his register every occasion on which a soldier-assistant is absent from the school.

School-assistants not to be withdrawn.

37. Soldiers married with leave, who are quartered at stations where there are Army Schools, will be required to send their children to the school of the regiment or garrison. Soldiers of any denomination are, however, entitled to claim the right, on conscientious grounds, to send their children to a certified efficient or inspected denominational school. In such cases the father will be required to defray the cost of the school fees.

Attendance of soldiers' children at Army Schools.

38. When troops are stationed at places where no Army Schools exist, the children of soldiers married with leave will attend some certified efficient or inspected school authorised by the Secretary of State for War. Soldiers will be permitted to send their children to such schools of their own religious denomination. In such cases the school-fees will, in accordance with clause 118, Army Circulars, 1878, be defrayed by the public.

Where no Army Schools exist.

39. In the case of denominational schools, the children of each denomination will be sent to one and the same school for each garrison.

Denominational school.

40. It will be the duty of commanding officers in all cases to take care that the children of soldiers married with leave attend some school.

C. O. to see that children attend.

41. In addition to the school where adults and more advanced children are taught, an Infant and Industrial School is to be established in every corps, under a trained Army Schoolmistress.

Infant school.

42. Before proceeding with the trial by court-martial of a schoolmaster at home stations, the facts and circumstances of the case are to be reported to the Adjutant-General. At foreign

Court-martial on school-masters.

Section IX.**Military Education.****REGIMENTAL SCHOOLS—continued.**

stations the trial will be proceeded with, and the sentence carried into effect under the orders of the General officer commanding. A report of the result of every trial of a school-master, whether at home or abroad, will be made without delay to the Director-General of Military Education.

Schoolmasters
to have access
to orders.

43. The contents of all General Orders and Army Circulars having reference to regimental schools are to be made known to army schoolmasters, who should have the opportunity given them of perusing the same in the orderly-room, and making such copies or extracts as may be necessary for their guidance, affixing their initials to the originals, in proof of their having done so.

Chapel-
schools.

44. Chapel-schools, whether consecrated or unconsecrated, are on no occasion to be used for any other purposes than those of church-service and school-work.

School-
orderly.

45. A permanent orderly is to be told off to keep the schoolroom and schoolmaster's quarters clean. In the cavalry, he will attend mounted parade or riding-drill once a week.

Appointment
of school-
masters.

46. Competitions are held annually, in June and December, for the admission of young men, desirous of becoming army, schoolmasters, into the Normal School at Chelsea. The qualifications to be required of candidates are laid down in the Royal Warrant relating to pay, &c. (Army Regulations, Vol. I.)

Applications
of candidates.

47. Candidates for competition at these examinations will be called for half-yearly, not later than the 1st April and the 1st October, by commanding officers of all branches of the service, and their names submitted, through the General officer commanding, to the Director-General of Military Education, War Office. The following documents must be forwarded in each case :—

1. Copy of Defaulter Sheet.
2. Certificate of good moral character, and compatibility of temper for the post of army school-master.
3. Medical certificate of physical fitness for the duties of the appointment at home and abroad.
4. Descriptive return on Army Form B 241 (late W.O. Form 329).

Instructions
for examina-
tion.

48. On the receipt of the candidates' names and documents the necessary instructions will be issued in reference to the conduct of the examination of those candidates whose applications have been approved. Should the Director-General of Military Education think it necessary to reject any application a notification of such rejection will be forwarded without delay, and the grounds upon which the candidate has been rejected will be fully stated.

Military Education.

Section IX.**REGIMENTAL SCHOOLS—continued.**

49. If there should be no candidates from any of the districts or stations, a blank return will be forwarded on the 15th April and the 15th October to show that the foregoing instructions have not been overlooked. **Blank returns.**

Note.—The four preceding paragraphs are to be read on parade not less than twice in each half-year immediately preceding the dates named in para. 47.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION X.—GYMNASTIC TRAINING.

-
- I.—General Instructions.
 II.—Course for Recruits.
 III.—Course for Drilled Soldiers.
 IV.—Fencing and Swimming.
-

I.—GENERAL INSTRUCTIONS.

Object of instruction.

1. The object of Gymnastic Instruction in the army is to develop and increase the physical powers of the soldier, and the exercises are so arranged that, while the most advanced course is sufficient to test the powers of the strongest, the preliminary course can be performed without injury to the weakest frame.

Class for Officers.

2. A class for the instruction of officers for the appointment of Superintendent of Gymnasia will be formed at the Gymnasium at Aldershot on the 1st January annually, and applications for officers to be permitted to attend it are to be made to the General Officers Commanding the Districts where the officers are serving, who, if there is no objection, and it has been ascertained from the Inspector of Gymnasia that they can be received at the Gymnasium, will sanction the arrangement. It must be clearly understood that such officers will have to defray their own travelling expenses both to and from Aldershot.

Class for non-commissioned officers.

3. A Class for the instruction of non-commissioned officers will be formed at the gymnasium at Aldershot on the 1st January and 1st July in each year, and applications from Commanding Officers for authority to detail candidates for training are to be made, accompanied by descriptive returns, through General Officers commanding the districts in which they are serving to the Inspector of Gymnasia. These applications must reach the latter officer not later than the second week of December and June respectively, so that he may guard against more candidates being detailed than can be instructed. General Officers on receiving notification from the Inspector as to those he can provide for will issue routes accordingly.

Training of non-commissioned officers as instructors.

4. Non-commissioned officers detached from their regiments to the gymnasium at Aldershot, for the purpose of being trained under the inspector of gymnasia as instructors, are to be subjected to a strict medical examination as to their physical powers and fitness for the duty. They must be unmarried, not over 25 years of age, and if belonging to the mounted branches of the service must be good swordsmen. In the cavalry, they

Gymnastic Training.

Section X.

GENERAL INSTRUCTIONS—*continued.*

are to take with them the sword and belt, pouch and belt, cloak and sabretache; in the Royal Artillery, the helmet or busby, side arms and waist-belt, cloak or great coat, and cape; in the infantry, the helmet or shako, waist-belt, and great coat.

5. Quartermaster-Sergeant instructors at the School of Gymnastic Instruction shall be selected from among the gymnastic instructors; and 1st class and 2nd class Sergeant-instructors, on the recommendation of the Inspector of Gymnasia, from the non-commissioned officers and men of the army. They shall be supernumerary to the strength of their corps, and any who, in the opinion of the Inspector of Gymnasia, are inefficient, shall be removed from their appointments and revert to the former rank in their corps; but they shall not be liable to be removed except for misconduct or inefficiency.

Instructors at the School of Gymnastic Instruction.

6. A non-commissioned officer or private shall not be eligible for the appointment of instructor who has not gone through a full course of instruction and received a certificate from the Inspector of Gymnasia, and an instructor shall not be promoted from an inferior to a superior class until he shall have gone through a further course of instruction, and obtained a further certificate of qualification.

Certificates and examination necessary.

7. Applications for the appointment of duly certificated non-commissioned officers to vacancies among the paid assistant instructors in the several gymnasia will be made to General Officers commanding districts, who, should they have no objection thereto, will sanction the appointment and notify to the Inspector of Gymnasia the date from which it takes effect.

Paid assistant instructors.

8. Prior to commencing the course, a strict medical examination is to be made of each man, and measurements (to be repeated at the end of the course, or when the man returns to duty) are to be taken of his chest, fore arm, and upper arm. His height, weight, and age are also to be noted in the prescribed "measurement books" which are to be kept in each gymnasium. The measurements at the commencement and termination of each course are to be made at the gymnasium in the presence of a medical officer, and during the course of instruction further medical inspections are to be made, fortnightly of recruits, and monthly of trained soldiers.

Measurements and medical inspections.

9. Men under instruction in gymnasia are to take their great coats with them in cold and windy weather, and to wear them buttoned up over the chest, and round the neck, on returning to quarters after drill. Non-commissioned officers of squads are to be held responsible that the men are properly dressed, go straight to their rooms, and there at once thoroughly dry themselves.

Sanitary precautions.

10. In the event of any man being absent from the course for more than ten days, either in hospital or prison, and being thereby reduced in strength, a memorandum to that effect is to

Absent men.

Section X.**Gymnastic Training.****GENERAL INSTRUCTIONS—continued.**

be sent to the gymnasium on his return to duty, in order that extra precautions may be taken in exercising him. A similar course is to be adopted in the case of any soldier who may have been in hospital or prison within a short period of being detailed for gymnastic instruction.

Care of build-
ings and
apparatus.

11. The senior instructor at each gymnasium will be held responsible for its condition, and for the apparatus and stores. He is to see that the apparatus is properly dusted daily, the tan raked, and the boarded floor swept. The floor is to be thoroughly cleaned by washing or dry-scrubbing, at least once a week, and the walls of the gymnasium are to be lime-washed once, if not twice, a year. The apparatus will require occasional scrubbing with sand or sand-paper. During the exercises, the greatest possible quantity of air is to be admitted without draught; the building should be considered properly ventilated, only when there is no smell perceptible to persons entering from the outer air. After the exercises, all the windows and ventilators are to be opened, care being taken that they are closed at night.

Instruction of
auxiliary
forces.

12. Officers and men of the auxiliary forces when not assembled for service under the Army Discipline and Regulation Act are permitted to receive instruction in gymnastics and fencing in military gymnasia, when the latter are not required for the regular classes,—subject to the approval of the General or other officer commanding at the station, and on certain conditions specified in the regulations issued from time to time. This permission may be granted, under similar conditions, to persons in government employ.

II.—COURSE FOR RECRUITS.

Course for
recruits.

13. The gymnastic training of cavalry recruits will not be commenced until they have been dismissed their foot-drills, and that of infantry recruits until they have completed the ordinary recruit-drill, and have been put through the recruit's course of musketry. These rules will not apply to young officers, who will undergo gymnastic training while at recruit-drill, but any officer who is found efficient in the performance of the various gymnastic exercises may be excused further attendance, on the recommendation of the Superintendent of Gymnasia, and with the approval of the Inspector of Gymnasia.

First month.

14. The duration of a lesson is never to exceed one hour and a half at a time, and as a general rule, one hour's drill in the gymnasium daily, when combined with recruit-drill, will be sufficient for the first month, during which period gymnastic drill is to be confined to the elementary exercises, and not to go beyond the second course. At the end of the first month the progress of each man is to be tested; and those who are found capable of performing efficiently the exercises in the second course are to be formed into separate squads, and instructed in the exercises of the third course. Those who are incapable of

Gymnastic Training.

Section X.

COURSE FOR RECRUITS—*continued.*

doing so, are to repeat the second course,—their attendance at the gymnasium being increased to two hours daily if requisite.

15. All recruits, however active and powerful naturally, are to continue the gymnastic exercises for a second and third month. At the end of that time a selection is to be made, and those who have acquired such strength and activity as to be capable of performing all the exercises laid down in the fourth course, are to be relieved from further attendance at the gymnasium as a drill. It will, however, be optional for them to further improve themselves by voluntary practice, and the gymnasium is to be open at stated hours for that purpose. During the continuance of the course recruits are to be excused all duties that may interfere with their regular attendance. Last month.

16. Weak and awkward men are to be kept under gymnastic training for six months; and if at the end of that time they should be below the standard of efficiency laid down, a detailed report of their cases is to be made to the Adjutant-General. Awkward men.

III.—COURSE FOR DRILLED SOLDIERS.

17. Next to the forming of recruits, the object of the gymnastic training is to harden and strengthen the trained soldier, so as to enable him to cover 1,000 or more yards of ground at a rapid pace and find himself in good wind and able to use his bayonet efficiently. Its object.

18. In camps or garrisons, the gymnastic instruction of the trained soldier is to be carried on in such a manner as to interfere as little as possible with his ordinary duties. This can be done without difficulty, as follows:—A number of men are to be selected (according to the capacity of the gymnasium, but in no case to exceed one-sixth of the garrison) and subjected to a strict medical examination—all those with rupture, or a tendency to it, being rejected. They are then to be formed into squads, and detailed to attend the gymnasium every alternate day for one hour, care being taken that the guards are not interfered with. The duration of the course is not to exceed three months. Instruction, how to be carried on.

19. The attendance of men under thirty years of age is to be made compulsory; but men above that age *may be allowed* to go through a course, subject to the approval of the medical officer. Compulsory attendance.

20. In order further to encourage the men, at the end of every three months' course three or four of the most efficient are to be retained at the gymnasium to go through a second course—at the termination of which, if they show further improvement and give promise of becoming efficient instructors, they may be appointed acting instructors, from among whom the regular instructors are to be selected as required. Assistant Instructors.

21. No man is to be allowed to practise with the voluntary classes until after he shall have passed through a three months' course. Voluntary classes.

Section K.**Gymnastic Training.****COURSE FOR DRILLED SOLDIERS—continued.****Annual course.**

22. In addition to the three months' preliminary course, every trained soldier may be required to undergo an annual course. In most cases the duration of this course should not exceed one month; but weak or awkward men may be kept at the gymnasium for three months, if considered necessary.

Reports.

23. At the end of every quarter a report, on Army Form B. 161 (late W.O. Form 441), is to be made from each gymnasium by the officer or instructor in charge, of the number of men attending, the progress made, and the condition of the apparatus and stores, noting any other points of interest. On the relief of every class, a full return of measurements of the men who have completed the course will be furnished according to Army Form B 162 (late W.O. Form No. 137 E). Both these reports are to be sent through the officer commanding to the Inspector of Gymnasias who will transmit them, with his observations, to the Adjutant-General, for the information of the Commander-in-Chief.

Reports on gymnastic training.

24. Medical officers doing duty with regiments that have been quartered long enough at any station possessing a gymnasium, to enable the men to undergo training, will specially report on the effects of such training on the muscular development and health of the men on their leaving the station, and as to the general influence of gymnastics in promoting a vigorous constitution. In furtherance of this duty they will frequently visit the gymnasium, and witness the measurements of the recruits on entering the course, and also the measurements on its termination. The principal medical officer will refer to the subject in his annual sanitary reports, giving the substance of the information furnished to him by medical officers, with any remarks thereon that he may deem necessary concerning the utility of gymnasia.

Running drill in infantry regiments.

25. Running-drill is to be practised in all infantry regiments in conjunction with the ordinary drills, and the following rules are to be observed in carrying out the practice:—

- a. The men are to be exercised at the early morning, and at the afternoon drills; but the same men are only to run once in each day. All weakly men (if considered unfit by the medical officers) are to be excused.
- b. During the first fortnight the distance run is not to exceed 300 yards. For the second fortnight the distance may be increased to 600, and for the third fortnight to 900, at the end of which time the practice is to be carried on daily at 1,000 yards, the men running, on alternate days, with arms and accoutrements.
- c. The pace is not to exceed six miles an hour.
- d. Care must be taken that the men are not exercised at the full distance of 1,000 yards, until they shall have gone through the six weeks' preliminary practice at the shorter distances.
- e. Where the ground will admit of it, the men are to run 15 or 20 abreast, in single rank; otherwise by companies in "fours."

Gymnastic Training.

Section X.

FENCING AND SWIMMING—*continued.*

- f.* When a regiment is sufficiently trained in the running practice, a certain number of movements are to be performed at each drill at "the double," except when the men are in marching-order.
- g.* In tropical climates these rules may be modified—as regards time and extent—at the discretion of General officers commanding.

IV.—FENCING AND SWIMMING.

26. In the cavalry, classes are to be formed for the practice of fencing in accordance with the established "System of Fencing for the use of Instructors, 1877." All officers of cavalry on first joining a regiment are to go through a course of fencing drill, whether there be a garrison gymnasium or not. After the men have been regularly instructed, every encouragement is to be given to them to continue the practice voluntarily.

Cavalry fencing classes.

27. At stations where military gymnasia have been, or may hereafter be, constructed, all young officers of infantry are, on joining their regiments or dépôts, to be put through a complete course of instruction in fencing therein; and all other officers should be encouraged to practise this exercise during their leisure hours as much as possible.

Fencing for officers of infantry.

28. The art of swimming is to be taught as a military duty at all stations where facilities for so doing exist. During the proper season regular bathing parades are to be formed, at the discretion of commanding officers, for the purpose of instruction in swimming. The skilled swimmers in each troop or company are to be ascertained, and so distributed that there may be a sufficient number in each squad to teach the rest.

Bathing parades.

29. In order to prevent accidents and loss of life among the troops, through incautious bathing on the part of soldiers unable to swim, small piquets, composed of expert swimmers, are to be told off to attend the bathing places frequented by the troops, to be prepared to jump in to the assistance of any man in danger, and in the event of accident to follow, to the best of their ability, the "Instructions for the recovery of the apparently drowned," printed by the Royal National Lifeboat Institution. A copy of these instructions will be posted up at the several bathing places as well as in every hospital and barrack. Should an accident occur, one man of the piquet is to be immediately dispatched for the nearest medical officer.

Prevention of accidents.

30. A list of swimmers is to be kept in each troop, company, and battery, and with a view to ascertain the progress made by the troops, periodical trials, under the superintendence of an officer, are to be made of men who have learnt to swim; when the names of those who have acquired the art should be added to the list.

Lists of swimmers.

N.B.—Sections and paragraphs to be quoted, not pages.

SECTION XI.—HORSES AND EQUITATION.

- I.—Horses.
 - II.—Castings.
 - III.—Veterinary Surgeons.
 - IV.—Farriers.
 - V.—Forage.
 - VI.—Equitation.
-

I.—HORSES.

Exercise of
remounts.

1. The exercise of remount horses is to be regulated by their age, strength, and condition at the time of purchase, and whether they have been previously broken and ridden, or taken up unbroken from grass. They should, however, be taken into quiet work immediately on joining. The duration of their daily exercise is to be gradually increased as their feed on corn is augmented, and at no time is their work to be such as to break their spirit, reduce their condition, or induce fatigue.

Shoeing
remounts.

2. With a view to prevent accidents occurring to young horses from their kicking each other, and to the soldiers employed in breaking and grooming them, commanding officers of mounted corps may use their discretion in leaving the hind-feet of their remounts unshod until the animals have been trained.

Horses, how
numbered.

3. Troop horses in the cavalry are to be numbered by troops, and in the Royal Artillery by batteries, and not regimentally.

Singeing of
troop horses.

4. Commanding officers of the mounted services are permitted to exercise their discretion in causing troop or battery horses in their corps to be singed, in all cases where they consider such a course would be advantageous, and provided that the public is put to no expense thereby. Horses are not to be singed to an extent to render blankets necessary as a protection from the weather. Under no circumstances is clipping to be permitted.

Horses' tails.

5. The tails of troop horses are to be cut to such a length as to reach, when not raised, from six to eight inches above the hock, a margin of two inches being allowed to suit horses of different size and breeding. The length of the tails of officers' chargers is also to be strictly in conformity with this regulation.

Transfer of
horses.

6. Horses are not to be transferred from one corps to another without the previous authority of the Commander-in-Chief, if the corps from which the transfer is to be made is in Great Britain or Ireland. If the corps is abroad, the authority of the General officer commanding is to be obtained. When trans-

Horses and Equitation.

Section XI.

HORSES—*continued.*

ferred, a No. 1 report, a descriptive return, and a veterinary history sheet is to accompany each horse.

7. Horses, previously to being sent from the corps or battery from which they are transferred, are to be well shod; and in order to insure this object, the veterinary surgeon is to make a minute inspection, and furnish a certificate, which is to be transmitted to the corps receiving the horses, setting forth that they proceed complete in respect to their shoeing, and specifying the date at which each horse was last shod. The corps receiving is to pay to the corps from which the horse is received, one shilling for the shoes, and two shillings for a spare set of shoes and nails.

Transfers to
be well shod.

8. When it is considered necessary to remove sick or lame horses from one station to another by railway, the officer in making an application to the Quartermaster-General for a route for such service, is to obtain and forward a certificate from the nearest veterinary surgeon, specifying the causes of such horses not being in a fit state to proceed by march route. Conveyance by railway will not be resorted to except for the purpose of avoiding serious injury to a horse, or of preventing the necessity of placing it under the care of a civil practitioner.

Transport of
sick horses
by rail.

9. When horses have been conveyed by railway, a report, in duplicate, according to Army Form F 717 (late W. O. Form 1686) will be transmitted to the principal veterinary surgeon for each horse separately, except when more than one are sent from (one station) to the same place by the same authority.

Report to be
furnished.

10. As saddles cannot be properly fitted without careful examination, or the soundness of horses ascertained without minute inspection, all the horses (including such of the sick as are able to leave their stables) are to be inspected at a general horse parade, with stripped saddles, once a week during the winter months, and at any convenient time during the drill season.

Weekly horse
parade.

11. The ventilation of the stables in the barracks of mounted corps is an object of importance; and each building having, under the direction of the principal veterinary surgeon, received the means of ventilation best adapted to its particular structure, commanding officers are held responsible that this arrangement is not counteracted by the men who have the immediate care of the horses.

Ventilation of
stables.

12. The frequent inspection of the stables and their environs, in barracks and in quarters, by the officers of troops and batteries, as well as by the veterinary surgeon, is necessary for maintaining the health and condition of the horses, by ensuring due attention to cleanliness, and also to the proper means of ventilation according to the state of the weather—injudicious exposure to cold, and imperfect ventilation to avoid cold, being equally hurtful.

Inspection of
stables.

13. With a view to prevent the accidents which are

Horses slip-
ping in stables.

Section XI.

Horses and Equitation.

HORSES—*continued.*

frequently caused by horses slipping on the pavement of stables, officers commanding mounted corps are to adopt simple precautionary measures, such as the sprinkling the stalls with sand or a little straw, when the horses are not littered down; and whenever an accident has been alleged to arise from slipping in the stall, inquiry should be made as to whether such measures of precaution had been adopted.

Cases of
emergency.

14. In cases of emergency, General officers commanding may order the destruction of any troop horse, either for contagious disease or injuries received, on the recommendation of a garrison board (or regimental board, where there is only one corps in the garrison); and, in the case of a severe injury, such as a broken leg, when the horse is evidently unfit for further service, and in great pain, the senior officer present at the station may sanction the destruction of the horse on the recommendation of the board. The circumstances are at once to be reported, and the proceedings of the board forwarded, through the General officer commanding to the Adjutant-General.

Interment of
horses.

15. The carcass of dead horses are not to be interred within a distance of 200 yards from inhabited buildings, wells, or other source of water supply; and when buried they should be covered with quick lime.

For "Embarkation of mounted troops and horses," see Section 17.

II.—CASTINGS.

Application
for authority
for casting.

16. When horses are declared by the veterinary surgeon to be unfit for further service, they are to be shown at the annual inspection of the corps, to the inspecting General officer, with the veterinary history of the case, and if he concurs, application on Army Form B 164 (late W. O. Form 774), with the cause of casting specified in the minutest detail, is forthwith to be made by the commanding officer of the corps to the Inspector-General of Cavalry, who will transmit it, with his observations, to the Adjutant-General for authority to dispose of them. No horse is to be cast without having been seen by a General officer. The regulations for the purchase and casting of horses are contained in Section XIX of the Regulations relating to Allowances (Army Regulations, Vol. I, Part III).

Aged and
worn-out
horses.

17. Commanding officers are to bring forward at each annual inspection, worn-out horses of fifteen years of age or upwards which are either then inefficient from old age or likely to be so during the following twelve months. Should, however, horses become inefficient and useless in the interval between the inspections, on account of accidents or medical causes which the veterinary surgeon pronounces to be absolutely incurable, such cases are to be reported to the Inspector-General of Cavalry for Great Britain or Ireland (as the case may be),

CASTINGS—*continued.*

accompanied by the veterinary history sheet, who will then be able to decide without visiting the station whether the horse should be cast at once, or kept on for further treatment until the next inspection. It will, at the same time, be within his knowledge whether the prescribed percentage of cast horses has been reached either in the particular regiment or among the corps under his supervision. Horses suffering from infectious or contagious diseases should be dealt with as prescribed in paras. 14 and 26.

18. To obviate charges for the shoeing of cast horses after they have left head-quarters for the place where they are to be sold, a shoeing smith is to be detailed as one of the party in charge, whenever the number of horses exceeds six, and the distance to be travelled is over twelve miles.

Shoeing of cast horses.

19. At the annual inspection, the Inspecting General is to be furnished with the following returns:—

Returns for Inspecting-Generals.

“A.” A return of casualties, and of the horses which have been cast prior to the inspection.

“B.” A return of horses proposed to be cast. This return should not contain a greater number of horses than would, with those alluded to in “A,” complete the authorised percentage.

“C.” A return of all horses which it may be deemed advisable to cast in excess of the percentage.

20. In some regiments the castings and casualties may be under the percentage. When this occurs, the Inspecting General is to be furnished with a return of the number of horses within the limit, in order that he may be able (without exceeding the aggregate number of horses voted to meet such contingencies) to increase the number of castings in other regiments, where perhaps there may be an exceptional number of old, worn out, or inefficient horses.

Percentage of castings.

21. When the castings and casualties exceed the authorised percentage, commanding officers are not to proceed with the purchase of remount horses to replace such excess, without authority from army head-quarters.

Replacing of cast horses.

III.—VETERINARY SURGEONS.

22. The Inspecting Veterinary Surgeon has the general veterinary supervision of the district, or Army Corps to which he may be attached, and is available for reference by General and commanding officers on all points connected with his department. He will attend the Inspecting General officer at his inspection of horses proposed for casting. The inspecting veterinary surgeon is to have free access to all Government stables and horses, infirmary stables, sick horse depôts, or sick horse lines, at all times, but he will acquaint the commanding officer previous to his intended visit.

Inspecting Veterinary Surgeon.

Section XI.

Horses and Equitation.

VETERINARY SURGEONS—*continued.*

Inspection of remounts.

23. All remounts, whether officers' or troop horses, are to be inspected by the veterinary surgeon on joining any of the mounted branches of the service, with a view to prevent glanders, or other contagious disease, being introduced into the corps, and to ascertain that the horses are sound.

Duties of Veterinary Surgeon.

24. The veterinary surgeon is to have free access to all the stables, and commanding officers are to give him every assistance and support, it being necessary that on all occasions a ready compliance with his suggestions for the care and treatment of the horses, the ventilation of the stables, &c., should be adopted, and enforced by superior authority. He is to make a daily report to the commanding officer of the sick and lame horses. These reports are to be laid before General officers at their annual inspection.

Inspection of horses.

25. The veterinary surgeon is to visit and inspect all the horses within ten miles of the quarters at which he is stationed, at least once in each week, and all detachments within easy reach by rail once a month, or oftener if required for the detection of any contagious disease, and also to inspect the shoeing. In these inspections he is to be attended by the sergeant-major and sergeant-farriers of the respective troops, and he is specially to report to the commanding officer and principal veterinary surgeon whether there is any appearance of glanders, farcy, or other contagious disorders among them, in order that the necessary means may be adopted to prevent infection.

Prevention of disease.

26. In all cases where an infectious or contagious state may be suspected, without disease being confirmed, the horse is immediately to be separated from others. When any case of farcy, glanders, or contagious disease occurs amongst the horses of any corps, a detailed report is to be sent by first post to the General officer commanding. A duplicate of this report will also be sent direct to the Adjutant-General.

Measures to prevent infection.

27. Officers commanding corps and detachments are to see that the following instructions are carried into effect, whenever glanders or farcy, or other infectious diseases, make their appearance, viz. :—

Cleaning of stalls.

(a) The rack and manger, and every part of the wood and ironwork of the stall whence a horse infected with glanders or farcy has been removed, are to be thoroughly scoured with soft soap and hot water; when they are made clean, they are to be covered with a quicklime wash immediately after it is mixed: this is to be carefully scoured off and the covering with quicklime wash to be repeated. A day or two should intervene between each of these operations. The pails of the infected stable are also to be cleaned in like manner.

Destruction of clothing.

(b) The horse appointments to be destroyed will depend on the nature of each particular case. Glanders and farcy are often preceded by other diseases, and as the horse is

Horses and Equitation.

Section XI.

VETERINARY SURGEONS—*continued.*

in consequence isolated before the disease becomes infectious, it will, in such cases, be only necessary to destroy those articles of horse grooming implements, and stable utensils, which may be liable to come into contact with the poison. Horse rubbers, nummahs, and blankets used with glandered horses are always to be destroyed.

28. The clothing and necessities of soldiers employed with glandered horses are in no case to be destroyed without special sanction in writing of General officers commanding, who will satisfy themselves that such articles could not be disinfected by cleansing before authorising their destruction. Authority of G.O.C. required.

29. A certificate to the following effect is to be inserted by the veterinary surgeons of regiments in the descriptive returns of horses on each occasion of transfer, whether permanent or temporary, to other corps or to the riding establishment; and when a detachment quits the riding establishment, a similar certificate is to be sent by the veterinary surgeon of the establishment. Veterinary certificates.

“I certify that I have inspected the horses about to proceed
“to ; that they are free from disease; that
“they have not stood in any stable with suspicious or infected
“horses within the period of two months preceding this date,
“and that they are sound, especially as to their hocks.
“ (Signed)

30. In cases of sickness at stations at which there is no military veterinary surgeon, application should be made through the General officer commanding for a military veterinary surgeon from the nearest station. If none is available, or the distance is too great, a civil veterinary surgeon may be employed; but the circumstance is to be immediately reported to the Principal Veterinary Surgeon of the Army by the commanding officer. Civil veterinary surgeons.

31. The staff of horse-infirmiry orderlies will be placed entirely under the veterinary surgeon. This staff will consist, in a regiment of cavalry, of one corporal and four orderlies, who should be able to attend on eight horses. When this number of horses is exceeded, each troop should furnish one additional man for every two horses in excess. This staff is to be selected for skill and tact in managing and attending upon horses. It should be appointed either permanently during good behaviour, or for a term of at least two years; and it should be exempted from other duties, except Commanding officers' parades. Horse infirmiry orderlies.

For further details as to veterinary surgeons' duties, see “Veterinary Regulations.”

IV.—FARRIERS.

32. Sergeant-farriers at home (including corporal-farriers of the Household Cavalry), are required to train men to become efficient as shoeing smiths; and they will be allowed a gratuity (Q.R.) Training of men as shoeing smiths.

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Section XI.

Horses and Equitation.

FARRIERS—*continued.*

for this service under the provisions of Clause 157, Army Circulars, 1878.

Men to be selected.

33. One man per troop in cavalry regiments of the Line, and one per squadron in the Household Cavalry, is to be placed under instruction in the forge. It is desirable that young men, quick of eye, handy, and of sufficient education and good character, should be selected for instruction, with the view of their qualifying for the appointments of shoeing smith and sergeant-farrier. Whilst in training, these men will be placed under the veterinary surgeon, and will be exempted from all duties, except attendance at parades. Any man who does not make good progress should at once, on the recommendation of the veterinary surgeon, be sent back to the ranks. Two years are considered to afford sufficient time for instruction, at the end of which period assistant shoeing smiths should be returned to the ranks, and other men placed under instruction.

Examination by board of officers.

34. On or about the 31st December of each year a Board of Officers will be convened by the commanding officer for the purpose of examining and testing the efficiency of the men who have been under instruction. The Board will consist of a Field officer or senior captain, as president, one captain, one lieutenant, and the veterinary surgeon, as members. If all these officers cannot be spared, a less number may be selected, but the veterinary surgeon will, if possible, be always a member. The Board will ascertain whether the men are thoroughly competent to shoe horses, are able to make shoes and nails, and whether they have acquired such a knowledge of a farrier's duties as to render it likely they would occupy the position of sergeant-farrier or shoeing smith with efficiency should they ever be called upon to do so. On the production of the certificate of the Board that the man who has been under instruction is competent, a claim to the gratuity will be preferred and forwarded to the Adjutant-General. The fact of a man having qualified will be noted in his pocket ledger, and the number of men trained in a battery, troop, or company in the course of a year is to be shown in the annual return. Qualified men will be afforded, as far as circumstances will admit, opportunities of keeping up their knowledge.

Vacancies for shoeing-smiths.

35. Vacancies in the rank of shoeing-smiths, when they occur, should be filled by selection from the men so trained.

Responsibility for condition of horses' feet.

36. The sergeant-farrier is carefully to examine each foot of every horse every day, when broken nails are to be replaced, loose shoes fastened, and projecting clenches hammered down. He must at all times avoid rasping the surface of the crust or cutting away the sole or bars; and he is immediately to report to the veterinary surgeon any appearance of thrush, or other change from a healthy condition of the feet. The officer commanding the troop, the non-commissioned officer, the sergeant-farrier, and the soldier, are all in their several gradations responsible

Horses and Equitation.

Section **XI.***FARRIERS—continued.*

that the horse is so shod as to be at all times fit for any kind of work.

37. Every sergeant-farrier and shoeing smith is to be instructed in the art of nail-making, and to be so kept in practice as to ensure their being able to make nails with facility when required. Nail-making.

38. A spare set of shoes with a proper complement of nails will be provided by the troop, battery, or company sergeant-farrier for every troop horse, ready fitted for immediate use. The spare shoes are to be used and replaced by new ones every quarter. The proportion of the shoes to be maintained regimentally will be increased by 15 per cent. with troops ordered on active service; the shoes and nails being, if necessary, demanded from the Ordnance Store Department under the provisions laid down in Equipment Regulations. (Army Regulations, Vol. III.) Spare sets of shoes to be kept up.

39. The services of the farrier quartermaster-sergeant are to be placed entirely at the disposal of the veterinary surgeon, under the orders of the commanding officer. Farrier major.

40. The sergeant-farrier, in working dress, assisted by the shoeing-smith of the troop, is to examine at the commencement of the morning stables every horse in the troop stables, especially as regards shoeing. Having performed this duty and reported to the senior officer or non-commissioned officer of the troop they will go to work. A similar examination and report will be made at mid-day stables as soon as the horses return from exercise. One sergeant-farrier and one shoeing-smith per squadron will attend all mounted parades, unless when otherwise specially ordered by the commanding officer. Sergeant-farriers and shoeing-smiths are to attend all commanding officer's dismounted parades. On occasion of brigade or divisional field days and inspection, sergeant-farriers and shoeing-smiths will be mounted. Sergeant-farriers and shoeing-smiths.

For further detailed instructions on shoeing, see "Veterinary Regulations."

V.—FORAGE.

41. The mounted corps in Great Britain and Ireland are supplied with forage by contract, and commanding officers of mounted corps are to procure, for their information and guidance, copies of the conditions of contract, which will be furnished on application to the senior commissariat officer of the district or station. Supply of forage by contract.

42. At stations where there may be no commissariat officer, the responsibility for the quality of the reserve-stock of forage, and for its maintenance to the extent prescribed, will rest with the officer commanding, who is to require an inspection of all forage offered by contractors to be made by a regimental officer, if practicable, not under the rank of captain. Reserve stock

43. The daily supply of forage tendered for issue to corps in garrison will be inspected by the captain of the day (or Inspections by the orderly officer.

Section XI.

Horses and Equitation.

FORAGE—*continued*.

orderly officer) previous to removal from the garrison forage-store, and if then objected to, it must be forthwith replaced by forage of unobjectionable quality. Objections against forage which has been removed from the garrison forage-stores after issue to the troops will not be entertained, except in the case of unbroken trusses of hay, which may occasionally, although to all appearance good outside, be rotten and mildewed inside. At the same time officers must be careful not to demand forage of a better quality than that allowed by the contract. The inspecting officers will be held responsible that good and sufficient reasons are assigned by them on all occasions of rejection.

Orders to
sentries and
keys of forage
stores.

44. Sentries over garrison and regimental forage-stores are to receive orders not to admit forage into them unless passed by a commissariat officer or by an orderly officer in the manner already prescribed. The keys of regimental forage-stores are to be deposited at night with the nearest guard of the regiment drawing from the stores; and the keys of garrison forage-stores, when not required to be open, are, unless in charge of a commissariat officer, to be deposited in the nearest garrison guard-room. As a general rule, forage should only be received and issued at prescribed hours, viz., between 7 a.m. and 3 p.m.

VI.—EQUITATION.

Open manège.
Course for
troops.

45. An open manège is to be established at all stations. During the winter, one or more troops in succession are to be struck off duty, and put through a complete course of equitation under their own officers. This course should occupy three weeks. At the end of the course each troop should be inspected by the commanding officer, and such men as are thoroughly good riders are to be dismissed. The remainder will be put through a further course of instruction of ten days under a troop officer. Men who fail to qualify at the end of the second course will be transferred to an awkward class under the riding master.

Riding
exercise.

46. Troops are to be exercised in leaping ditches, hurdles, and other fences.

Officers' ride.

47. There will be an officers' ride at least once a week during the winter and also during the drill season when possible. When the officers attend the riding school, a field officer is to be present, but he is not required to attend the instruction of officers not dismissed riding school drill. At inspections, officers are to ride as a class.

Riding-
masters' fees.

48. The following fees to riding masters in the cavalry for instruction in riding and for the breaking-in of horses, are to be paid by officers (the household troops excepted) on joining, viz.:—

		£	s.	d.
For instruction in riding	3	3 0
For each horse broken	1	1 0

Horses and Equitation.

Section XI.

EQUITATION—*continued*.

When an officer exchanges from one mounted corps to another, or when a non-commissioned officer is promoted from one mounted corps to another, he is not to be subject to these fees.

49. No officer is to be allowed to ride a horse on parade which the riding master has not notified to the commanding officer to be properly broken, and no officer is to part with a registered charger without first obtaining the commanding officer's permission.

Officers' chargers to be broken.

50. In the event of an officer on joining a regiment being enabled to provide himself with horses which may be considered by the commanding officer as properly broken-in, and for the breaking in of which a riding master has already been paid, he is not liable to the charge for the breaking-in of horses.

Officers not liable to fees.

51. In order to maintain an uniform system of equitation throughout the cavalry, commanding officers of regiments are called upon from time to time to select non-commissioned officers and soldiers, and send them to the Riding Establishment at Canterbury, for the purpose of being practised in the equitation-exercises, and trained as riding-instructors in their corps. The selection of these men is to be made with great care. They must be unmarried men, and able to read and write. The names, services, and character of the men so selected are to be notified to the Inspector-General of Cavalry before his inspection, and are to be seen by him in the riding school at the inspection.

Selection of N.-C. O. and men for training at Canterbury.

52. Six or eight non-commissioned officers selected from cavalry regiments, are to be permanently attached to the Riding Establishment at Canterbury, for the purpose of being trained for the appointment of riding-master. These non-commissioned officers are not, except under special circumstances, to have less than five, nor more than ten years' service; they must be of exemplary character, must read and write well, have a fair knowledge of arithmetic, and be thoroughly acquainted with field drill and troop duties. Non-commissioned officers of artillery, not exceeding four at one time, one from the Royal Engineers, and one from the Commissariat and Transport Corps will from time to time be sent to the Riding Establishment for the purpose of being trained as riding-masters; the Deputy Adjutant-Generals, Royal Artillery and Royal Engineers, and the Commissary-General, head-quarters, selecting them as occasion may require. The Commandant of the Cavalry Dépôt is to forward a report quarterly to the Adjutant-General on the progress of the non-commissioned officers in training, in order that those who do not afford the best prospect of qualifying for riding-masters being sent back at once to their regiments.

N.-C.O. in training for appointment of riding master.

53. In order to prevent men being sent to the Riding Establishment at Canterbury who may not be fit for the duty,

Fitness of men to be ascertained.

Section XI.

Horses and Equitation.

EQUITATION—continued.

medical inquiry is to be made as to their fitness, previously to their being detached on this duty; and on the back of the descriptive returns accompanying detachments, the medical officer is to certify to the following effect, viz. :—

"I certify that the non-commissioned officers and men of the detachment about to proceed to the Riding Establishment have been examined by me;—that they are of good constitution;—free from any injury or affection likely to become worse from riding; and that they are in every respect in good health."

No unsound
horses
allowed.

System carried
out regi-
mentally.

54. No unsound, inactive, or vicious horses are to be detached to the Riding Establishment. Every detachment sent to Canterbury is to consist of unexceptionable men and horses.

55. The whole system of riding instruction taught at Canterbury is to be carried out regimentally. Upon the return of parties to head-quarters, commanding officers are to encourage the non-commissioned officers and privates who are favourably reported on by the Commandant of the Riding Establishment, by promoting them as opportunities offer, and making them assistants in the regimental riding-school. A non-commissioned officer so qualified is always to be attached to each squadron, and is to accompany it on detachment, to keep up the riding of the men and the breaking-in of the horses.

Reports of
inefficient
men.

Certificate of
fitness of men.

56. The Commandant of the Cavalry Dépôt is to report any man who shall afford no prospect of improving at the Riding Establishment, in order that he may be sent back to his regiment.

57. No man who may have been under instruction at the Riding Establishment is to succeed to the situation of riding-master, unless he shall produce from the commandant a certificate of perfect fitness, both as to general character and proficiency in the established system of equitation.

N.B.—Sections and paragraphs to be quoted, not pages.

SECTION XII.—DRESS AND EQUIPMENT.

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- I.—Dress of Officers.
 - II.—Dress of Men.
 - III.—Decorations and Medals.
 - IV.—Equipment.
 - V.—Ammunition.
-

I.—DRESS OF OFFICERS.

1. Detailed descriptions of the dress prescribed by Her Majesty for the officers of the army are contained in the "Dress Regulations," copies of which are furnished, for information and guidance, to General officers commanding and to commanding officers of corps. Dress Regulations.

2. Sealed patterns of buttons, lace, embroidery, collars, badges, devices, and horse furniture and appointments are deposited, for reference and guidance, at the Horse Guards, War Office; and commanding officers are strictly forbidden to introduce or sanction any unauthorized embroidery, ornament, or the addition to or increase in the width of lace, or other deviation from the approved patterns. A book containing sealed patterns of officers' lace, collar and forage-cap badges, and numbers is furnished to every infantry corps in the service, and is to be produced before the General officer at each annual inspection. Sealed patterns.

3. The rank of officers in the army is indicated by the lace and badges, as laid down in the "Dress Regulations." Rank, how distinguished.

4. All regimental badges and devices and other peculiar distinctions, which may have been granted under special authority to different corps, are to be strictly preserved. Badges and devices.

5. On all occasions when the Sovereign is present, officers are to appear in full-dress uniform, wearing the insignia of any order or decoration they are entitled to over the coat. Orders and decorations.

6. Officers are to wear their prescribed uniform in camp and quarters while on duty; but it is left to the discretion of General officers commanding to permit the use of plain clothes for purposes of recreation. This also applies to warrant officers. Officers will appear in full-dress uniform when attending public balls or entertainments within the district in which they are quartered. Wearing of uniform.

7. Officers on leave of absence from regiments abroad are always to be in possession of their uniform, in case they should be required for the performance of duty in this country or on the return voyage; otherwise, if detailed for duty, they will be required to provide themselves with a fresh outfit. Uniform on leave.

Section XII.

Dress and Equipment.

DRESS OF OFFICERS—*continued.*

- Mourning.** **8.** Officers in uniform, when in mourning or attending funerals, are to wear a piece of black crape round the left arm above the elbow. This is the only mourning to be worn in uniform, unless when otherwise specially ordered, and it is to be worn by officers only.
- Brevet field-officers.** **9.** Brevet field-officers, doing duty with their regiments as captains, are to wear uniform with horse-furniture (except saddle-cloth) according to their rank in the army; in the garrison artillery and infantry, however, such officers will not wear spurs on parade, except when doing duty as field-officers.
- Medical officers.** **10.** Medical officers having the relative rank of field officer are to provide themselves with chargers and horse-furniture, and to be mounted when required to attend parades.
- Patrol jackets.** **11.** In the infantry a blue patrol-jacket may be worn on all regimental duties, and on garrison boards, but not on parade when the men wear helmets (or chacos). The tunic must be worn on all other occasions, but in order to save expense officers may furnish themselves with a second tunic of serge or light cloth (in all other respects the same as the regimental tunic) which may be worn on all garrison duties and parades except when in review order. A scarlet patrol-jacket is sanctioned for officers of infantry regiments serving in India. It will be worn as provided for in the regulations for the army in that country.
- Pantaloon and high boots.** **12.** Pantaloon and high-boots are to be worn on all mounted duties by cavalry and mounted officers.
- Dismounted and court-martial duties.** **13.** On dismounted duties generally, officers of mounted corps will wear trousers instead of pantaloons. Stable-jackets, with pouch-belts and swords, will be worn by them in barracks, at inspections, and on orderly duty. On court-martial duty, officers will, as a rule, attend general courts-martial in *Review order*;—district or garrison,—in *Marching order*; and regimental,—in *Drill order*.
- Certain articles how to be worn.** **14.** The following general rules are to be observed as to the manner and times of wearing certain articles of uniform, viz.:—
- Sash.** *a.* The sash is to be worn (diagonally over the left shoulder and over the sword-belt) with the tunic.
- Pouch-belt.** *b.* The pouch-belt is to be worn diagonally over the left shoulder, by Staff officers, and by officers of mounted corps on duty or on parade.
- Sword-belt.** *c.* The sword-belt will be worn as follows, viz.:—
Over the tunic by Field-m Marshals, General officers, and Colonels on the staff; personal staff of the Sovereign and Royal Family; officers of all arms (except as below mentioned);
Under the tunic by General Staff, personal staff of General officers, and officers of Lancers, Hussars, and Rifle regiments;
 Over the blue frock coat and under all jackets.

Dress and Equipment.

Section XII.

DRESS OF OFFICERS—*continued.*

- d. When the sword-belt is worn over the tunic or frock coat and the sword is hooked-up, the edge must be turned to the rear, and the back of the sword to the front. Swords to be hooked-up during parade, and at levées and drawing-rooms, by all officers who wear the waist-belt over the tunic (the mounted services excepted). Sword-knots to be twisted round the hilt. Sword and sword-knot
- e. When officers dismounted draw their swords, the scabbards are to be hooked-up by officers who wear the waist-belt over the tunic or frock-coat as laid down in "c," but carried in the left hand by all other officers. Scabbards.
- f. The sabretache to be worn on mounted duties only, except by Hussars, mounted officers of Artillery, and Royal Engineer troops, who wear it on all occasions when the sword is worn. In the field the sabretache may be worn on the belt or attached to the saddle, by staff and mounted officers of infantry. Sabretache.
- g. Steel spurs, both fixed and with straps and buckles, are to be worn with the Wellington and high-boot respectively, by all mounted officers, except those entitled to wear brass scabbards, who will have brass spurs. Dress spurs (of brass) are to be worn by all mounted officers, except adjutants and musketry-instructors of infantry and officers of rifle regiments,—at levées and in evening dress. Spurs.
- h. Whenever spurs are worn with trousers, straps are to be worn also. Spurs.
- i. The sleeves of the tunic and jacket are not to be of excessive width. Sleeves.
- k. Watch-chains and trinkets are not to be worn outside the uniform. Watch-chains.

Staff.

15. General officers who are Colonels of regiments may wear the uniform of their regiments, with General officers' sash in the infantry. Colonels of regiments.

16. Pantaloon and high-boots will be worn by the Staff on all mounted duties. Pantaloon and high-boots.

17. Officers who are no longer on the staff are not entitled to appear in staff uniform, except when temporarily performing staff duty with special authority. Acting staff officers.

18. Brigadiers temporarily appointed may wear the uniform and appointments of the regiment or corps to which they belong, both dress and undress, with the cocked-hat, sash, and forage-cap of a General officer. They are at liberty, however, to wear the uniform and appointments complete, as laid down for a Brigadier-general. Brigadiers temporarily appointed.

19. When garrison appointments are of a temporary nature Garrison staff.

Section XII.**Dress and Equipment.****DRESS OF OFFICERS—continued.**

the officers holding them are permitted to wear their regimental uniform.

Cavalry.

Blue frock coat.

20. The blue frock-coat may be worn at boards, fatigue and stable duties, but not on orderly duty, or on parade. The patrol-jacket may be worn on all these duties, except parade.

Sabretache.

21. Officers of Dragoon Guards, Dragoons, and Lancers wear plain black leather sabretaches on all parades and duties.

Gauntlets.

22. Gauntlets are only to be worn on mounted parades, with tunics. On all dismounted parades, and on barrack-guard, short gloves will be worn.

Lancer facing.

23. In Lancer regiments the facing on the front of the tunic will be shown, except in marching order or in bad weather.

Plumes.

24. Helmet-plumes may be dispensed with by officers of Dragoon Guards and Dragoons on the line of march, and at regimental drill; but they are always to be worn at inspections and field-days, on which occasions, in Lancer regiments also, the caps are to be uncovered and plumed. The throat-ornaments on the officers' bridles in Hussar regiments are always to be worn with the bridles.

Artillery.

Colonels commanding.

25. Colonels on the staff and regimental colonels in command of field and garrison brigades are to wear cocked-hats with undress uniform and dress appointments, when the Staff appears in blue frock-coats.

Other officers on staff.

26. Other artillery officers on the staff are to wear the dress prescribed for staff-officers generally, except that, if employed on the staff of the artillery, the colour of the coat is to be blue, with scarlet collar and cuffs. They are also to wear the artillery dress appointments, with peak to forage-cap.

General rules.

27. The following general rules are also to be observed by artillery officers in wearing various articles of dress:—

- a. No officer below the rank of regimental colonel to wear a frock-coat.
- b. The cape may be worn separately. When rolled for marching-order it will be laid on the top of the cloak.
- c. Majors of garrison batteries, when dismounted on parade, or when inspecting the armaments or magazines in their charge, are not to wear spurs or sabretaches.
- d. Busby plumes to be worn by officers of horse artillery and field batteries, as laid down above for helmet plumes in the cavalry.
- e. Patrol-jackets to be worn as laid down for Cavalry in para. 20.

Dress and Equipment.**Section XII.****DRESS OF OFFICERS — *continued.*****Engineers.**

28. On parades, when the Staff wear the blue frock coat, all officers will appear in "marching order," except regimental field officers not doing duty with companies or battalions, who will wear the frock coat, with cocked hat. When the Staff wear the scarlet tunic, officers will appear in "review order." Engineer officers on the staff will conform to the orders of dress for the staff.

Infantry.

29. The dress sash, trousers, and sword-belt are appointed to be worn at levées, drawing rooms, balls, &c., and not on any parade, unless specially ordered. The undress sword-knot for infantry officers will be always worn, except in review-order, or when the dress sash is worn. Levée dress.

30. An oil-skin cover is permitted to be worn in bad weather, both with the chaco and the forage cap. Oilskin cap cover.

31. Leather leggings are to be worn by dismounted officers of infantry on all occasions when the men parade in them. Leggings.

Commissariat and Transport Staff and Ordnance Store Department.

32. The Commissariat and Transport Staff and the Ordnance Store Department will conform to the orders of dress for the Staff generally. The Commissariat and Transport Corps will conform to the orders of dress for artillery, wearing patrol jackets in place of stable jackets; the Ordnance Store Corps, will conform to the orders of dress for infantry.

Army Medical Department and Army Hospital Corps.

33. The Army Medical Department will conform to the orders of dress for the Staff generally. The Army Hospital Corps will conform to the orders of dress for the infantry, wearing pouch-belts in undress.

Army Pay Department and Veterinary Department.

34. Officers not attached to regiments or corps will conform to the orders of dress for the Staff generally. Officers attached to regiments or corps will conform to the orders of dress laid down for the services to which they are respectively attached.

Orders of Dress.

35. The following orders of dress for parade are to be observed by officers:—The articles comprised in "full dress," "undress," and "horse furniture" respectively, are specified in the "Dress Regulations of the Army." Orders of dress.

a. *Review Order*; to be worn when the Sovereign is present, for Royal escorts and guards of honour, at all State ceremonies, and otherwise when specially ordered. Review order.

Section XII.

Dress and Equipment.

DRESS OF OFFICERS—*continued.*

Staff ..	{ Full-dress. Horse furniture—complete.
Cavalry ..	{ Full-dress—with capes only, unless cloaks are specially ordered. Horse furniture—with shabracque, and dress leopard or lamb skins, or leopard or lamb skins in regiments which have no shabracque, but without valise.
Artillery ..	{ Same as Cavalry. Full-dress.
Engineers ..	{ Horse furniture—R. E. Troops, same as Cavalry. Other mounted officers same as Infantry. Full dress.
Infantry ..	{ Horse furniture for mounted officers—complete.
Commis- sariat and Transport Corps ..	{ Same as Artillery.
Ordnance Store Corps ..	{ Same as Infantry.
Army Medi- cal Depart- ment and Army Hos- pital Corps }	{ Same as Infantry.

Knee boots
and panta-
loons.

Knee boots and gold-laced pantaloons will be worn by Officers of the General, Divisional, and Brigade Staff, in review order. On other occasions, when mounted, the scarlet-striped pantaloons will be worn.

Saddle cloths.
Gold-laced
trousers.

Saddle-cloths will be worn only in review order.

Royal Artillery Officers of field and garrison brigades, and Officers of the Royal Engineers, will not wear gold-laced trousers when parading with men; but gold-laced trousers will be worn on all other occasions, as laid down in existing Dress Regulations.

Staff at
Inspections
by C.-in-C.

Whenever troops parade for *Inspection* by the Commander-in-Chief, the Staff connected with the troops will appear in full dress, no matter what dress the troops may parade in.

Marching
order.

b. Marching Order; to be worn on the line of march, at route marching, in the field, and on other occasions when specially ordered.

Staff ..	{ Undress—but with cocked-hats and pouch-belts. Horse furniture—without saddle-cloth; general officers with undress wallets.
Cavalry ..	{ Same as in "Review Order," but with undress belts, sword-knot, and sabretache. Horse furniture—with valises and undress lamb-skins or tiger-skins.
Artillery ..	{ Same as in "Review Order," but with pantaloons and high boots; undress belts, pouch, and sabretache. Horse furniture—with valises. Undress lamb-skins.
Engineers ..	{ Same as in "Review Order," except gold-laced trousers. Pantaloons and high-boots for mounted officers. Horse furniture—R. E. Troops, same as Cavalry. Other mounted officers same as Infantry.
Infantry ..	{ Same as in "Review Order," but tunic of serge or light cloth may be worn. Horse furniture for mounted officers—without saddle-cloth.
Commis- sariat and Transport Corps ..	{ Same as Artillery.
Ordnance Store Corps }	{ Same as Infantry.

Dress and Equipment.

Section XII.

DRESS OF OFFICERS—*continued*.

Army Medical Department and Army Hospital Corps (when on parade with Army Hospital Corps or other Corps) } Same as in "Review Order," except dress pouch.

c. Field-day Order; to be used generally for summer field-days, divisional and brigade drills, by garrison orderlies, mounted patrols, police in camp and garrison, and on other occasions when specially ordered. Field-day order.

Staff .. Same as "Marching Order."
Cavalry .. { Same as "Marching Order," but with capes only. Horse furniture—without valises.
Artillery .. { Same as "Marching Order," but with capes only. Horse furniture—without valises.
Engineers .. { Same as "Marching Order," but, for Royal Engineer Troops, with capes only. Horse furniture—without valises.
Infantry .. Same as "Marching Order."
Commisariat and Transport Corps .. { Same as Artillery.
Ordnance Store Corps .. { Same as Infantry
Army Medical Department and Army Hospital Corps .. { Same as "Marching Order."

d. Drill Order; to be used at ordinary drills and in riding-schools.

Staff .. Undress—with pouch-belt.
Cavalry .. Undress (stable jacket).
Artillery .. Undress (stable jacket).
Engineers .. { Undress (patrol jacket). Shell-jacket and pouch-belt for officers of R. E. Troops.
Infantry .. Undress (patrol jacket).
Commisariat and Transport Corps .. { Undress (patrol jacket).
Ordnance Store Corps .. { Undress (patrol jacket).
Army Medical Department and Army Hospital Corps .. { Undress (patrol jacket)—with pouch-belt.

N.B.—Collar-chains to be carried by mounted officers in all orders of parade. On active service and when encamped, head-ropes will be carried.

e. Mess Order; to be worn at mess on all ordinary occasions when not on duty.

Staff ..
Cavalry .. { Shell-jacket, or stable-jacket, waistcoat, dress trousers.
Artillery .. {
Engineers .. {
Infantry .. Shell-jacket, waistcoat, and red-stripe trousers.

Section XII.

Dress and Equipment.

DRESS OF OFFICERS—*continued.*

Commis- sariat and Transport Corps ..	}	Same as Artillery.
Ordnance Store Corps		
Army Medi- cal Depart- ment and Army Hos- pital Corps	}	Same as Infantry.

Officers who wear mess waistcoats open in front will wear white collars and black neckties. Officers on duty will wear the jacket hooked or buttoned-up at mess, and will wear swords, and pouch-belts. Mounted officers to wear spurs.

White helmet
plumes and
spikes.

36. At stations where the white helmet is worn, General Staff and Departmental Officers will wear plumes in their helmets only when in full dress or in review order; on all other occasions the gilt spike will be worn. The spikes for regimental officers will be worn in—

Review order,
Field-day order,
Marching order.

In the Dominion of Canada helmets will be worn when the fur caps used in the winter are discontinued.

Spike of
helmet on
home service.

37. The spike of the pattern of cork helmet authorised for certain services, when at home, will be worn in

Review order,
Field-day order,
Marching order.

Helmet
buttons.

38. The buttons supplied with helmets for officers will be worn on all occasions when the spike or plume is not used.

Curb chin-
strap.

39. The curb chain chin-strap of the helmet will be worn under the chin in all orders of dress, and on all duties and parades for which the Regulations prescribe a full head-dress either for officers or men, or both. When the helmet is not worn on duty or parade, the chin-strap may be fastened to the hook near the top of the helmet.

Head-dress
of officers
on leave.

40. Officers on leave of absence from abroad, or who may be under orders for foreign stations, provided they do not belong to, or are not doing duty with, the dépôt, may wear head-dresses of the patterns approved for foreign service when they attend levées held by the Sovereign or Her representative (including the levées held by the Lord-Lieutenant of Ireland), or when they attend, in uniform, any assembly of troops on State and ceremonial occasions.

II.—DRESS OF MEN.

Orders of
dress for men.

41. The following are to be the orders of dress for men, viz.:—
a. Cavalry.

Review Order.

Tunics, with capes only.
Sheepskins.
No heel-ropes and pegs.
No mess-tins.

No cornsacks.
No valises.
Wallets, not packed.

Dress and Equipment.**Section XII.****DRESS OF MEN—continued.***Marching Order.*

Tunics.	Complete kit, and
Sheepskins.	Equipment.
	Plumes, as ordered for officers.

Field-day Order.

The same as Review Order.

Drill Order.

Jackets.	Stripped saddles (with wallets and
Forage caps.	shoe cases).

b. Royal Horse Artillery and Field Batteries.*Review Order.*

Full-dress, with capes only.	No corn-bags.
No. T bits for draught horses.	No valises.
No heel-ropes and pegs.	Wallets, not packed.
No mess-tins.	

Marching Order.

Full-dress.	Busby-plumes, as ordered
Complete kit, and	for officers.
Equipment.	

Field-day Order.

The same as review Order.

Drill Order.

Stable-dress.	Stripped saddles (with wallets and
	shoe-cases).

Equipment of Carriages.

Camp equipment to be carried in **Marching Order** only.

c. Garrison Artillery.*Review Order.*

Full-dress. No knapsacks or valise equipment.

Marching Order.

Full dress. Complete kit and equipment.

Field-day Order.

The same as Review Order.

Drill Order.

Undress.

d. Royal Engineers.

To correspond with the orders for infantry. **R. E. Troops** as for field artillery, except that frocks will be worn in *marching* and *field-day orders*.

e. Infantry.*Review Order.*

Tunics.	No packs or valises, unless specially
Helmets or chacos.	ordered.

Section XII.

Dress and Equipment.

DRESS OF MEN—*continued*.*Marching Order.*

Frocks.
Helmets or chacos.

Packs or valises.
Complete kit and
Equipment.

Field-day Order.

Frocks.
Helmets or chacos.

No packs or valises, unless specially
ordered.

Drill Order.

Frocks.

Forage caps.

f. Commissariat and Transport Corps.

Same as Field Artillery, except that frocks may be worn in "marching" and "field-day orders."

g. Ordnance Store Corps.

Same as Infantry.

h. Army Hospital Corps.

Same as Infantry.

i. In *review*, *field-day*, and *drill-orders* the under-mentioned articles are only to be worn by the different branches of the service, when specially so directed by the General or other officer ordering the parade; viz., packs or valises, cloaks, great-coats, havresacks, water-bottles, leggings, and nosebags. In *marching-order*, these articles, are included in the term, "Complete kit and Equipment." The buttons supplied with helmets for non-commissioned officers and men will be worn on all occasions when the spike is not used.

k. Collar-chains and logs to be carried by mounted corps in all orders of parade.

l. The mess-tin will be worn by Infantry in *marching order* on the following occasions:—

a. At inspections.

b. On the line of march.

c. During manœuvres.

d. On any duty for which the mess-tin is required, or on any other occasion when specially ordered.

Parade Order.
Infantry.

42. The infantry are, as a general rule, to turn-out for their usual daily parade in marching order, but it is left to the discretion of commanding officers to vary this order according to circumstances.

Uniformity in
dress.

43. In order to ensure uniformity in the dress and equipment of soldiers the following instructions as to the mode of wearing various articles, and the occasions upon which they are to be worn, will be observed:—

Chacos, chin-
straps.

a. The helmets or chacos are not to be worn on one side, but are to be placed even on the men's heads, and brought well down on the forehead. The chin-strap to be under the chin and not hooked up, except when worn not on duty, or on parade.

Dress and Equipment.**Section XII.****DRESS OF MEN—continued.**

- b.* Plumes are to be worn on parade at all times when the officers wear them. The plume-cases are for the preservation of the plume when not in use. **Plumes.**
- c.* In marching-order, the Glengarry forage-cap will be carried in the valise. **Forage caps.**
- d.* The havresack when worn is to be slung across the right shoulder. When empty it is to be neatly rolled up, hanging over the bayonet and resting on the left hip; or, with the valise equipment, it may be carried in the valise. **Havresacks.**
- e.* The bayonet is to hang on the left hip, and not too far to the front. **Side-arms.**
- f.* The pouches are not to be cleaned with "jet" or other composition, but blacking is alone to be used for this purpose. **Pouches.**
- g.* The great-coats and capes may be worn separately or both together, according to the state of the weather. **Coats and capes.**
- h.* Leggings are to be worn on parade in wet and muddy weather, but not when the men are off duty. **Leggings.**
- 44.** Commanding officers are strictly forbidden to introduce or sanction any deviation from the sealed patterns of clothing and necessities which are furnished for reference and guidance to every regiment and depot. They will be held personally responsible for the payment of any expense which may be entailed by having to replace or to restore to the approved pattern, any articles which may be found by inspecting officers to be not in conformity thereto. **Sealed patterns.**
- 45.** Quartermasters of regiments are not to be sent to detachments for the purpose of superintending the fitting of the annual clothing, but officers commanding detachments will be made responsible for the proper fitting of their men. **Fitting of clothing on detachment.**
- 46.** During the winter months and in severe weather permission may, at the discretion of officers commanding stations, be granted to the troops to wear their capes or great-coats, when off duty or travelling. Any damage, beyond fair wear and tear, must be made good by the soldier. See also sec. 13, para. 43. **Wearing of great coats.**
- 47.** Squad-bags are provided at the rate of one to every 25 men for the purpose of relieving the soldier from carrying a complete kit on the line of march or in the field. On these occasions he should have in his possession the "service kit"—the "surplus kit" being carried in the squad-bags at the public expense. Squad-bags, not being applicable to India, are to be returned into store on embarkation for that country. **Squad bags.**

III.—DECORATIONS AND MEDALS.

- 48.** Military decorations and medals are to be worn with the tunic or dress jacket only, and on the left breast. They are to be worn in a horizontal line, suspended from a single bar, of which the buckle is not to be seen. The bar is to
- (Q. R.) L
- How worn.**

Section XII.

Dress and Equipment.

DECORATIONS AND MEDALS—*continued.*

be placed between the first and second buttons from the bottom of the collar of the tunic; in Hussar regiments, immediately below the top bar of lace on the left breast. The riband is not to exceed one inch in length, unless the number of clasps require it to be longer. The buckles attached to the ribands of the third class of the Orders of the Bath and of St. Michael and St. George should be seen. When the decorations and medals cannot, on account of the number, be suspended from the bar so as to be fully seen, they are to overlap. They are to be worn over the sash and under the pouch-belt.

Order of
arrangement.

49. Military medals will be worn in the order of the dates of the campaigns for which they have been conferred; the first decoration or medal obtained being placed farthest from the left shoulder.

The following is the order of arrangement:—

1. English decorations.
2. English medals.
3. Foreign decorations.
4. Foreign medals.

The Victoria Cross, when suspended from the bar, will come immediately after the badge of the Order of the Indian Empire. The undermentioned medals will be worn as specified against each distinction:—

The medal for “Distinguished Conduct.”—On the left breast, and immediately after the war medal commemorative of the war during which the act of gallantry took place for which the “Distinguished Conduct” medal was granted.

The “Meritorious Service” medal.—On the left breast, after all orders and medals.

The “Long Service and Good Conduct” medal.—As in the case of the medal for “Meritorious Service.”

The “Best Shot” medal.—On the right breast.

Medals awarded by a society for bravery in saving human life are, if specially authorised, to be worn on the right breast.

Manner of
wearing
Orders on
special
occasions.

50. Officers of the Army who are Knights Commanders of the Order of the Bath, or of the Order of the Star of India, or of the Order of St. Michael and St. George, will, when in full dress uniform, wear the riband of the Order, or the ribands of the Orders to which they belong, *over* the collar of the tunic, on all occasions when the Sovereign, or the representative of the Sovereign, is present, on the parade in celebration of the birthday of the Sovereign, and on all State occasions, including Levées, Drawing-rooms, and Balls.

Officers
retired.

These regulations extend to officers who have retired from the Service, or from the Indian Army, provided that under the regulations they be allowed to wear uniform.

Non-com-
missioned

51. Military medals granted to non-commissioned officers and men will be worn as indicated in the foregoing para-

Dress and Equipment.**Section XII.****DECORATIONS AND MEDALS—continued.**

graphs, but they may be stitched, in a horizontal line, on the officers and tunic. In undress uniform the ribands only are to be worn men.
by soldiers. They should be stitched on the jacket or frock, and must be half an inch in length.

52. Orders and medals may be worn in miniature by officers Miniature medals.
in undress uniform, but must be suspended from a bar, as laid down in para. 48; or ribands of medals and decorations may be worn instead of miniature medals.

53. The bar for the suspension of decorations and medals is Bar to be provided.
in all cases to be provided at the expense of the wearer. It may be of any metal or material, and of any pattern consistent with the above instructions, provided the bar and the buckle are wholly concealed by the ribands.

IV.—EQUIPMENT.

54. When soldiers are transferred from one troop or company to Transfers of arms, &c.
another in the same regiment, their arms and accoutrements are to be transferred with them. This rule is only applicable to cavalry and infantry, and dismounted non-commissioned officers and men of the Commissariat and Transport and Ordnance Store Corps.

55. In cavalry regiments, officers commanding troops are responsible, under the supervision and direction of the commanding officer of the regiment, for the proper fitting of the saddlery Fitting of saddlery.
of their troops; and the riding-master will afford every assistance to officers commanding troops in this matter.

a. The saddle-trees are in three sizes, and should be fitted without pannels, changing them from horse to horse as may be found necessary; any alteration required can be made by the saddle-tree makers.

b. The riding-master will teach the art of fitting saddlery to all officers on appointment, and he may submit to officers commanding troops any improvement or change in saddles which may come under his notice at riding-school during drills. It is necessary that officers commanding troops should have such a thorough knowledge of the subject as will enable them, when detached, to carry out the same system as at head-quarters.

56. Once in every six months the whole of the saddle-trees in possession of cavalry regiments will be stripped and fitted under Half-yearly fitting.
the personal supervision of commanding officers, who will be most particular in seeing that the saddle-trees fit the horses' backs. A certificate, duly signed by the commanding officer, to the effect that this has been carried out will be forwarded to the Inspector-General of Cavalry on the 1st April and 1st October in each year.

57. Stirrup-irons in the mounted services are to be roughed as Roughing stirrup-irons.
often as required, not less than once every three years, and commanding officers are to see that this duty is properly performed in

Section XII.

Dress and Equipment.

EQUIPMENT—*continued.*

the cavalry by the armourer-serjeant, and in other mounted corps by the regimental artificers.

Lasses for cavalry.

58. In order that the cavalry may, upon emergencies, be available for the purposes of draught, such as assisting in dragging artillery, &c., through deep roads, and in surmounting impediments and obstacles which the carriages of the army may have to encounter in the course of active service, a proportion of men (six per troop) in each regiment will be equipped with the tackle of the lasso. Commanding officers will see that their men are practised in this exercise, and for this purpose an old gun-carriage, to be classed among the equitation stores, will be placed in some of the principal cavalry barracks.

Patterns of trunk, bag, and canteen.

59. Patterns of a bullock trunk, campaigning bag, and canteen have been approved, in order to ensure uniformity in the equipment of officers in the field, and samples have been deposited for inspection at the Royal Army Clothing Dépôt, as well as in the pattern room of the Ordnance Store Department, at the Royal Dockyard, Woolwich; but these articles must be provided privately, and reference to the Director of Clothing should only be made as regards pattern.

Supply of canteens.

60. One canteen is suitable for all cooking purposes for three officers, in which proportion it should be provided by Regimental Officers. Staff and Departmental Officers will each provide themselves with one.

Trunk and bag suitable for pack transport.

61. The trunk and bag are adapted for pack-saddle transport. The former is provided with straps and iron loops to hang it upon the saddle hooks, and the latter with leather keepers to receive the baggage straps which form part of the service pack-saddle equipment.

V.—AMMUNITION.

Service ammunition in time of peace.

62. The service-ammunition in time of peace is to be placed in the regimental expense magazines, and not carried in the men's pouches. General officers commanding will use their discretion in determining whether the state of the locality in which the troops under their command are serving be such as to require an exception to be made in this respect, in which case they will at once report the circumstance to the Adjutant-General.

Guards and escorts.

63. Guards and escorts, or parties detached in aid of the civil power, will invariably have the requisite quantity of ammunition served out to them before going on duty. This supply is to be collected after the duty has been performed, and returned into the magazine.

Regiments moving.

64. Regiments moving from one station to another will take with them only the quantity of ammunition required to provide a sufficient guard with 20 rounds per man. Any ammunition the

Dress and Equipment.**Section XII.****AMMUNITION—continued.**

regiment may have on charge beyond this quantity should be handed over to the senior ordnance store officer at the station.

65. Whenever ammunition is issued from store for the use of the troops at the issuing station, a commissioned officer of the corps will attend, to receive it from a departmental officer. The same rule is to be observed whenever corps ammunition is returned into a public store. Attendance of officers at issue.

66. The issue of ammunition from the regimental or dépôt magazine is to be made by the quartermaster, or other responsible officer in person, and he is not to entrust the key of the magazine to any one. An officer is to attend on such occasions to receive the ammunition, and receipts are to be given by officers commanding troops or companies, who are responsible to the commanding officer for the care and expenditure of the quantity they receive. Issues from the magazine.

67. Commanding officers will hold officers commanding companies responsible that expended ball cartridge cases are carefully collected after each day's target-practice and given in charge of the quartermaster, for return into the nearest ordnance store. The sum received for the same will be expended in extra prizes to be shot for amongst the non-commissioned officers and men of the regiment. At least 99 per cent. of the cases of ball cartridges issued annually for practice ought to be collected and delivered into store; care being taken that the empty cases are free from dirt or grit, and that there are no loaded cartridges with them. Collection of cartridge-cases.

68. All ammunition in regimental stores is to be inspected by the commanding officer at least once a month, and particular care is to be taken that it is deposited in a place of safety. Special attention is directed to the printed instructions which are posted up in all regimental powder-magazines when ammunition is received or issued. Inspection of ammunition in store.

69. Whenever ammunition is complained of a report is invariably to be made to the General or other officer commanding at the station, who will transmit the same, with his remarks, to the Adjutant-General of the Forces. In the report the date of manufacture, as shown on the boxes, with any other marks by which the ammunition may be accurately identified, is to be given. Samples of the defective supply are also to be forwarded whenever it is possible to do so. Report to be made of defective ammunition.

70. When ammunition is in possession of the men, it is to be carefully inspected at the daily morning parade by the officer in command of the troop, company, or detachment, and any loss or damage is to be reported to the commanding officer. Before blank ammunition is delivered to the men, officers will in every case ascertain that no ball ammunition remains in the pouches. Ammunition wilfully lost, destroyed, or made away with, is to be accounted for in the same manner as other articles of equipment. Inspection when in men's pouches.

Section XII.**Dress and Equipment.****AMMUNITION—continued.**

Caution re-
garding use of
ammunition.

71. As serious damage may be done to rifles by the use of unsuitable ammunition, officers in command are to forbid the troops under their orders using any ammunition except that provided by Government.

Escorts for
ammunition.

72. In the absence of special orders, escorts will not be required to accompany ammunition or gunpowder, unless the commanding officer at the station considers it necessary; in which case it will be for him to determine the strength and description of the escort required. Wagons conveying gunpowder should not move at a more rapid pace than a walk, unless specially ordered. Cavalry escorts must conform to the pace at which the transport carriages are proceeding.

Ammunition
carts in camps
of instruction.

73. Small-arm ammunition carts are supplied to the camps of instruction at home, and General officers in command at those camps are to practise the troops at field-days in drawing their blank ammunition for exercise, in the manner that is adopted in actual warfare when the supply of ball cartridge with the infantry becomes exhausted during an action.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION XIII.—LEAVE OF ABSENCE.

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- I.—General Instructions.
 II.—Officers on Home Service.
 III.—Officers on Foreign Service.
 IV.—Furloughs.

I.—GENERAL INSTRUCTIONS.

1. Staff-officers being appointed for the performance of local duties, the expense which the public thereby incur can be justified only by the fulfilment of such duties by efficient officers; and General officers, in recommending leave of absence to be granted to a staff-officer, within the limits prescribed by the Royal Warrant for Pay, &c., are to make proper provision for the temporary performance of his duties without extra charge to the public. They will ascertain and certify that the officer—specifying his name, rank, and corps—selected to perform the applicant's duty during his absence, is in every respect qualified to do so. Staff officers.

2. Similar provision is to be made for the performance of his professional duties when leave of absence is recommended for a regimental staff-officer. Regimental staff officers.

3. Leave of absence is not to be recommended for the instructor and assistant-instructor of musketry at the same time, when the annual course is proceeding, or when there is any considerable number of recruits to be trained. The musketry instructor may be granted the usual winter leave of two months and a half when the annual course has terminated; but when the course is suspended in the summer by order of the General for continuous battalion, brigade, or divisional drills, or when the musketry instructor is present with his regiment during the winter, he will perform any duty for which he may be detailed. During the annual course, or when there are recruits to train, the musketry instructor is not to be placed on any duty without the sanction of the General officer, and this sanction will only be granted in cases of emergency. Instructors of musketry.

4. When an officer requires a medical certificate of the state of his health, wounds, &c., in order to enable him to apply for leave of absence, Army Form B. 175 (late W.O. Form 1,120) is to be made use of by the medical officer as follows :— Leave on medical certificates.

of the Regiment having applied for a certificate on which to ground an application for leave of absence,
I do hereby certify that I have carefully examined this officer and find that [the nature of the disease, wound, &c., is to be here Form of medical certificate.

Section XIII.**Leave of Absence.****GENERAL INSTRUCTIONS—continued.**

fully stated, and the period during which the officer has suffered under its effects], and that in consequence thereof I conceive him to be incapable of military duty.

I further declare my belief that he will not be able to resume his duties in a less period than [the medical officer is here to state, candidly and explicitly, his opinion as to the period which will probably elapse before the officer will be able to undertake his military duties. When there is no reason to expect a recovery, or when the prospect of recovery is distant and uncertain, it must be so stated].

(Place, Date, and Signature.)

Return to duty.

5. Officers are to be present with their corps on the day on which their leave terminates. On rejoining they are to make themselves acquainted with all orders issued during their absence.

Leave cancelled by promotion or exchange.

6. When an officer during leave of absence is promoted or removed to another regiment or battalion, or exchanges, the leave of absence is cancelled by such promotion, removal, or exchange.

Addresses of officers on leave.

7. Officers who obtain leave of absence are to furnish their address to the adjutant and to the regimental agent, so that orders may be readily communicated to them. Any changes in their address are to be notified in like manner.

Extension of leave.

8. When an extension of leave is applied for, the period during which the officer soliciting further leave has been absent, is always to be stated.

Certificate of leave.

9. When leave of absence is granted to any officer belonging to a regiment at home or abroad, a certificate on Army Form B, 174 (late W. O. Form 1121) is to be delivered to him, stating the period of its commencement and termination, and the grounds on which it is granted. At foreign stations the regimental paymasters are to certify the period to which officers going on leave of absence have received their pay.

II.—OFFICERS ON HOME SERVICE.

Winter leave.

10. Unless notification is made to the contrary in general orders, General officers commanding may grant leave of absence during the winter months to officers under their command, under the following restrictions, viz:—

- (a.) The period for such leave may commence on the 15th October (provided the annual inspection shall then have been made), and shall terminate on the 14th March following, when all officers are to be present with their respective regiments and dépôts.
- (b.) In every regiment or battalion, at least one lieutenant-colonel, one half of the majors, captains, and subalterns doing duty with the corps are always to be present.
- (c.) Having regard, however, to cases where the establish-

Leave of Absence.

Section XIII.

OFFICERS ON HOME SERVICE—*continued.*

ment of officers is reduced, General officers will be careful so to exercise their discretion in the grant of leave of absence during the winter months, that an adequate number of officers shall at all times be retained for the efficient performance of every detail of regimental duty.

- (d.) The indulgence of leave of absence is to be altogether withheld from the officers of any corps which is reported to be deficient in its discipline, appearance, or movements in the field.

11. General officers may use their discretion in granting leave of absence to officers for any period not exceeding a fortnight, without previous reference to army head-quarters. During the drill season, however, this indulgence should be sparingly granted; and General officers commanding will take especial care to avoid granting any leave of absence to officers during the period that the annual inspection of corps is likely to take place. General officers will be expected to account satisfactorily in their confidential reports for the absence of any officers, more particularly commanding and field officers, on the day of inspection.

Leave at other seasons.

12. Leave of absence may be granted by General officers commanding districts for periods not exceeding two days to paymasters in charge of the district pay office in their command, and leave for the same period may be granted to a paymaster attached to a regimental district, regiment, or corps, by the officer commanding the regimental district, regiment, or corps.

Army Pay Department.
(Leave for two days.)

13. Leave of absence beyond two days to paymasters in financial charge of pay offices, including regimental pay offices, will be submitted through the General officers commanding districts to the Financial Secretary of the War Office.

Cases to be forwarded to head-quarters.

14. Officers of the Army Pay Department attached to regimental districts, regiments, or corps, requiring leave for more than two days will make their applications for leave to the officer commanding, who, should he be satisfied with the arrangements proposed for the performance of the paymaster's duty during his leave, will forward the application to the General officer commanding on Army Form C 347 (late W. O. Form 633).

Paymasters attached to regimental districts, regiments, or corps.

15. Leave of absence for two days may be granted by district paymasters to the junior paymasters in their offices, and any leave beyond that period for those officers may be authorised by the General officer commanding the district on the recommendation of the district paymaster.

Junior paymasters.

16. All leave of absence to officers of the Army Pay Department will be notified to the district paymaster in each command.

Notification to district paymaster.

17. Leave of absence will not be given to officers on probation for the Army Pay Department without previous reference to the Adjutant-General.

Officers on probation for Army Pay Department

Section XIII.

Leave of Absence.

OFFICERS ON HOME SERVICE—*continued.*

References to
head-quarters,
when to be
made.

18. Leave of absence (other than the authorised winter leave) beyond a fortnight will require the previous sanction of the Commander-in Chief (or of the Commander of the Forces, if in Ireland). Applications for leave of absence will be made on Army Form B 173 (late W. O. Form 728), except for paymasters Army Form C 347 (late W. O. Form 633), and medical officers Army Form C 335 (late W. O. Form 1119). When officers are reported absent without leave in the regimental monthly return, an explanation regarding their absence is to be transmitted to the Adjutant-General through General officers commanding.

Lieu-
tenants.

19. Lieutenants, who are granted **two months' leave on first appointment**, will be required to serve ten months after joining their corps before they are granted leave of absence on their private affairs, except under very special circumstances.

Medical
officers.

20. All applications for leave of absence over seven days for medical officers serving in Great Britain will be made on Army Form C 335 (late W. O. Form 1119,) through the Director-General, Army Medical Department, subject to the following rules, viz. :—

- a. Medical officers will obtain the permission of the General officer commanding before applying through the principal medical officer of the district.
- b. The grant of leave will in all cases be notified to the district authorities by the Adjutant-General.
- c. Leave of absence for periods under eight days may be granted by General officers commanding districts, but a notification of all such leave is to be forwarded by the principal medical officer to the Army Medical Department.
- d. Officers commanding, in recommending medical officers for leave of absence on private affairs, will be careful to ascertain that the distribution and state of health of the troops under their command, as well as the arrangements for the carrying on of all medical duties, are such as to justify their recommendation.

Medical
officers in
Ireland.

21. The Commander of the Forces in Ireland is empowered to grant leave of absence to all medical officers serving within his command, subject to the foregoing conditions; and upon the understanding that the period of leave allowed annually under the Royal Warrant relating to Pay and Promotion, Part I, (Army Regulations, Vol. I), is not exceeded. A report of the leave granted in each case is to be made by the principal medical officer in Ireland to the Director-General, Army Medical Department, for official record.

Departmental
officers on sick
leave.

22. A departmental officer on sick leave granted on the recommendation of a medical board, will report his state of health in writing to the head of his department fourteen days before the expiration of his leave with a view to his being again examined as to his fitness to resume duty.

Leave of Absence.

Section XIII.

OFFICERS ON HOME SERVICE—*continued*.

23. When officers are prevented by ill-health from re-joining their corps on home service, they are to transmit to their commanding officers certificates of the same, according to the form prescribed above in para. 4; these certificates are to be transmitted so as to arrive at the head-quarters of the corps at least one week before the expiration of the periods of leave which they may have received.

Officers prevented by ill-health from rejoining their regiments.

24. Such officers are to report themselves, in writing, to the Adjutant-General, Horse Guards, War Office, or the Deputy Adjutant-General, Dublin, as the case may be, from whom they will receive orders to be examined by a military medical officer. They will also state whether their health will permit them to attend at the offices of the Army Medical Department.

When in London or Dublin.

25. No officer is to quit the kingdom, except on duty or for the purpose of joining his corps, without Her Majesty's special permission for that purpose having been obtained. When an officer is desirous of quitting the kingdom, he is to address his application for permission to do so through his commanding officer to the Adjutant-General, stating the country to which he is desirous of proceeding, and the period during which he may wish to remain abroad.

No officer to quit the kingdom without the Queen's permission.

26. Officers of the army who wish to be presented at a Foreign Court are to make an application for that purpose to the British Ambassador, Minister, or Chargé d'Affaires resident at such court.

Presentation at a foreign court.

III.—OFFICERS ON FOREIGN SERVICE.

27. When officers serving with regiments on foreign stations apply for leave of absence to enable them to return home on account of their private affairs, their applications will be accompanied by a statement of the period during which they have served abroad; and they will have to sign a declaration to the following effect, viz. :—

Leave on private affairs.

I do hereby declare that I will rejoin for duty, at my own expense, within the period for which leave of absence may be granted me, unless in the meantime I receive orders to the contrary from competent authority. I further declare that if, during the period of my leave of absence, I exchange or am transferred at my own request otherwise than in the ordinary course of the service, or am placed upon temporary half-pay, or am made supernumerary in my regiment for staff or civil employ, or retire from the service under circumstances not entitling my successor to a free passage, I will hold myself responsible for the payment of the passage of the officer who may be ordered abroad in my place.

Declaration required.

28. On applications, accompanied by these declarations, General officers commanding at foreign stations are authorised to use their discretion—subject to such instructions as they may receive from time to time from the Commander-in-chief—in giving leave of absence to officers to return home, when such

Power of General officers to grant leave.

Section XIII.

Leave of Absence.

OFFICERS ON FOREIGN SERVICE—*continued.*

indulgence can be granted without detriment to the public service.

Grounds for granting leave to return home.

29. The particular attention of General officers commanding on foreign stations is to be paid to the necessity of keeping regiments and battalions as efficient as possible; they are therefore to use great circumspection in granting permission to officers to return home; such indulgences are to be extended to those only whose claims are grounded on length of service abroad, on ill-health, regularly certified, or on very urgent private affairs—which plea must be satisfactorily shown.

Proceedings of Medical Boards.

30. The actual period necessary for the recovery of health is invariably to be stated in the proceedings of all Medical Boards when leave to this country is recommended, care being taken that departmental officers are not recommended for sick leave for periods in excess of those laid down in the Warrants by which departments are governed. General officers commanding will, when transmitting the proceedings of Medical Boards, report to the Adjutant-General the period of leave of absence granted to each officer who returns home under these circumstances.

When the character of an officer is affected.

31. General officers commanding are to make the fullest report, for the information of the Commander-in-chief, of every case in which an officer is sent or permitted to return home in circumstances affecting his character, which may prevent him from continuing in the regiment. They are to bear in mind, in all cases of this description, that the officer who is obliged to quit his corps, and to return home, under such circumstances cannot be deemed a fit subject for any other regiment, nor consequently for the half-pay establishment, and therefore that the terms upon which he is allowed to return home must place his case entirely at the discretion of the Commander-in-chief.

Reports of arrival in England.

32. All officers, except those accompanying their corps, will, on landing at home from foreign stations, whether on leave of absence, or otherwise, report themselves, in writing, immediately after their arrival, to the Adjutant-General, specifying the date of their disembarkation, and will transmit at the same time a copy of the general order or other authority for their return home; officers who fail to do so within a reasonable time will render themselves liable to have their leave cancelled. Officers are at the same time to notify their direct postal address to the Adjutant-General, as well as to their regimental agents, in order to ensure any communication from army head-quarters reaching them without delay, and they will be held responsible for any delay caused by their failing to do so.

Officers home on sick leave.

33. Officers reporting themselves from India and the Colonies, who have been granted leave to England on the recommendation of a Medical Board, will not be re-examined on their arrival in this country. They will, however, be required to be re-examined before embarking to rejoin their corps, and they will

Leave of Absence.

Section XIII.

OFFICERS ON FOREIGN SERVICE—*continued.*

not fail, therefore, to report themselves to the Adjutant-General, or Head of their Department, twenty days before the expiration of the leave originally granted them.

34. In addition to the written report of their arrival the Commander-in-chief expects that General officers, staff officers of the higher grades, and commanding officers of corps, on their return home, will take the earliest convenient opportunity of personally reporting themselves to the Adjutant-General; it being understood, however, that no claims for travelling expenses are to be put forward to the War Office on this account.

Reporting in person at head-quarters.

35. Departmental officers returning home on the conclusion of a tour of service at a foreign station will report themselves personally to the heads of their respective departments at the War Office. Those returning on private affairs, or on sick leave, will do so in writing, stating the period of absence authorised and the authority granting the leave; but they should also take the earliest opportunity of reporting themselves in person. The grant of leave of absence for periods over two months to paymasters beyond Indian limits should be notified to the Secretary of State for War.

Departmental officers.

36. Officers on leave of absence from foreign stations are not to apply for extension of leave, except upon the ground of the extreme urgency of their private affairs. In such cases their applications are to be transmitted to their respective commanding officers abroad, for the purpose of being laid before the General officer commanding. Should an officer be prevented by serious illness from embarking in time to rejoin his corps by the expiration of his leave, he must forward the application, together with a medical certificate, to the Adjutant-General, from whom he will receive orders to appear before a medical board.

Extension of leave.

37. When officers serving abroad are authorised to return home for the settlement of private affairs, they are to rejoin their corps within the period of leave of absence which may be granted. Officers, on the expiration of their leave of absence from abroad are not to join their depôts unless specially permitted to do so by the Adjutant-General.

Officers re-joining from leave.

IV.—FURLOUGHES.

38. Before any soldier can obtain a furlough he must be dismissed his drills, his kit must be complete, and he must be out of debt. This indulgence is to be granted at the discretion of the commanding officer.

Conditions for obtaining furlough.

39. Unless otherwise notified in General Orders, the number of non-commissioned officers and men to whom furloughs may be granted during the winter season, is not to exceed (all ranks included) 12 per cent. of corps of all arms. Such furloughs may

Restrictions.

Section XIII.**Leave of Absence.****FURLOUGHS—continued.**

commence on the 15th October. Should the Commander-in-Chief be making a tour of inspection during the month of October, officers and men belonging to those corps he proposes to inspect are not to be permitted to proceed on leave or furlough until he has visited the station. General officers commanding may exercise a liberal discretion in granting furloughs to soldiers of corps on returning from India and China.

Foreign
stations.

40. Furloughs are not to be granted to soldiers on foreign stations except by the authority of the General officers commanding, and only on the most urgent and special occasions, the circumstances of which are to be reported to the Adjutant-General.

N.-C. officers

41. A furlough is not to be granted to non-commissioned officers to enable them to take up appointments in the Reserve or Auxiliary Forces until authority has been obtained through the Adjutant-General.

Form of fur-
lough.

42. Non-commissioned officers and soldiers going on leave of absence are to receive furloughs according to the prescribed Form (Army Form B 158, late W. O. F. 731), signed by the commanding officer, and these furloughs are to be delivered to the men free of any expense.

Arrangements
when going on
furlough.

43. Soldiers who go on furlough are not to take with them their arms or accoutrements. They are permitted to take with them their cloaks or great coats, upon the understanding that this indulgence is not to lessen the period which they are required by the regulations to last. Before the men proceed on furlough these articles are to be carefully inspected by commanding officers of troops, batteries, or companies, and a note taken of their state. They are also to be inspected on the return of the soldiers, with a view to ascertain their condition.

Advance of
pay.

44. The amount of pay advanced to a man going on furlough is always stated on the furlough. A note is also to be inserted, in red ink, that no further advance is to be made on account of such furlough by any other person than the captain of the troop, battery, or company—to whom reference should in every case be made when either a railway warrant or additional subsistence is required. With proper care on the part of the soldier, however, this reference ought not to be necessary.

Overstaying
furlough.

45. Soldiers absent on furlough, who are unable from want of funds to rejoin their corps, are not to be conducted under escort or in charge of non-commissioned officers; but regimental arrangements should be made at the discretion of commanding officers, to furnish the men with the necessary railway or passage-warrants, or subsistence, all expenses connected with the issue of such warrants or subsistence being defrayed by the men themselves.

Leave of Absence.

Section XIII.

FURLONGHS—*continued.*

- 46.** Commanding officers, before granting sick furloughs, are to obtain from medical officers a distinct opinion as to whether the cases are likely to be benefited by the removal of the patients to other localities. They are also to ascertain that the men's friends are in a situation to afford them such aid as the nature of their ailments requires. Sick furloughs.
- 47.** In the event of a soldier continuing absent on account of sickness beyond three months, and being still unable to rejoin his corps, the officer commanding the corps or dépôt is to require a special medical report on the nature of his case to be made and forwarded to the Adjutant-General, in order that the Commander-in-Chief may give instructions regarding his disposal. Absence beyond three months.
- 48.** Soldiers procuring medical attendance when on furlough must bear the expense themselves, as no charges of that nature will be admitted against the public. They may, however, avail themselves of the nearest military medical station. They are to be duly warned on these points prior to their furloughs being delivered to them. Medical attendance on furlough.
- 49.** Non-commissioned officers and soldiers proceeding on furlough to localities in the immediate vicinity of military stations are to report themselves, on arrival, to the officers commanding at such stations. Reporting at military stations.
- 50.** When a corps embarks for foreign service, or is moved from one station to another at home, a notification of the change of station is to be made by the officers commanding troops, batteries, or companies, to their men on furlough, in order that they may know where they are to rejoin. Changes of station.
- 51.** It is the duty of a soldier to whom a furlough is granted to rejoin his regiment before tattoo on the day on which it expires. If he should fail to rejoin on that day, he is to be considered an absentee, and dealt with as such; and if no satisfactory account shall be received within five days after the expiration of his furlough, as to the cause of his continuing absent, he is to be reported in the usual manner as a deserter. Expiration of furloughs.
- 52.** When soldiers, absent from their regiments on furlough, are prevented by sickness, which must be properly certified, or by other unavoidable casualty, from rejoining their corps by the dates on which their furloughs expire, they are to report themselves before that date—
 To the nearest military officer, being a General or other officer on the Staff of the army; or,
 To the commanding officer of any corps, dépôt, or detachment; or (if none of these be within convenient distance),
 To a Justice of the Peace.
- These officers are authorized to grant in writing an extension of furlough, for any period not exceeding one month, provided the urgent circumstances of the case may appear, after due investi-

Section XIII.**Leave of Absence.****FURLOUGHs—continued.**

gation, to render it necessary. In all such cases the period of extension is to be inserted in words on the original furlough, and a notification made to the commanding officer of the corps to which the man belongs.

Notification of extension.

53. When a soldier's furlough is extended, or a railway-warrant issued by other than the regimental paymaster to enable him to rejoin his corps, a communication of the circumstances under which such extension or warrant may have been granted is to be made immediately to the officer commanding the regiment or depôt to which the soldier belongs, and also noted in red ink on his furlough.

Extension obtained under false pretences.

54. If any non-commissioned officer or soldier shall obtain an extension of his furlough, or any railway or passage-warrants, by false representation, or in applying for and obtaining the same shall commit any offence to the prejudice of good order and military discipline, he is to be proceeded against by his commanding officer.

Return from furlough.

55. Soldiers on returning from furlough are to be re-drilled, so far as may be necessary to render them fit to take their place again in the ranks; but they are not to be required to make good missed duties, nor, in the cavalry, to pay for the charge of their horses during their absence.

Address of soldiers absent on leave.

56. Every non-commissioned officer or soldier proceeding on furlough is to leave his address with the captain of his troop, battery, or company, so that any orders may be readily communicated to him; and he must at all times be prepared to rejoin on the shortest notice.

SECTION XIV.—HOSPITALS.

- I.—General and other Hospitals.
 II.—Medical Officers doing Duty with Troops.
 III.—Army Hospital Corps.

I.—GENERAL AND OTHER HOSPITALS.

1. Military hospitals are organised and administered as—

Their organisation.

- a. General hospitals;
- b. Station hospitals;
- c. Field hospitals;

and will be subject to the authority of the General or other officer commanding, or of a governor or commandant specially appointed.

2. General and other officers commanding stations will frequently visit the hospitals under their command, to satisfy themselves that they are conducted conformably to the regulations. They will likewise be responsible that divine service is performed in hospitals and duly attended, when practicable, by the patients; and that the sick are regularly visited by the chaplains or officiating clergymen, at such hours as shall not, under ordinary circumstances, interfere with the morning and evening visits of the medical officers.

Duties of officers commanding stations.

3. Such officers as may be directed by general officers commanding are to visit the station hospital daily, but not during the morning and evening visiting hours of the medical officers, and they will report for the information of the General officer commanding any irregularities they may observe.

Officers on duty.

4. General and other officers commanding will arrange with the senior medical officers of stations, or with the medical officer in charge of a hospital, so that regimental officers may, at suitable and fixed times, have every facility of communicating with their men whilst patients in hospital. In no case, however, will soldiers, whilst they are patients in hospital, receive pay or have in their possession any money or other valuables.

Regimental officers to have access to their men.

5. When a soldier is sent to hospital his arms and accoutrements will be left with his troop or company, except on field service, when they will be sent with him to hospital.

Arms, &c., of patients.

6. When considered necessary, a guard will be furnished to the hospital, and the principal or senior medical officer will suggest to the commanding officer of the station the particular orders he wishes to be given to the guard.

Guards to be furnished.

7. Hospital orderlies carrying bundles or parcels are not to leave the hospital without an authorised pass, which, in the absence of higher authority, will be signed by the senior non-

Passes for orderlies carrying bundles.

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Section XIV.**Hospitals.****GENERAL AND OTHER HOSPITALS—continued.**

commissioned officer of the hospital establishment with which they are serving. Sentries will be instructed to stop all orderlies carrying bundles or parcels who are not furnished with proper passes.

Crimes to be reported.

8. The medical officer in charge of a hospital will immediately bring all breaches of discipline, or disorderly behaviour committed by patients in hospital, or of orderlies from regiments temporarily employed in the hospital, to the notice of their respective commanding officers, who will dispose of their cases when the men are sent out of hospital.

Execution of wills by patients.

9. A medical officer will in every instance, when practicable, be present at the execution of the will of a soldier in hospital, and will affix a declaration to such document, stating whether or not the soldier was in a fit state of mind to execute a will.

Hospital attendants.

10. Hospital attendants for all duties will be furnished by the Army Hospital Corps, and medical officers are authorised to employ, without pay, on light hospital duties, such patients as they may consider able to aid the fixed hospital establishment. When, under special circumstances, additional attendants may be authorised by the officer commanding the garrison or station to be furnished from regiments, the men so employed will not be available for regimental parades or other duties.

Medical officers making official reports.

11. When medical officers in charge of hospitals or doing duty with troops deem it necessary to make reports upon, or to offer suggestions concerning matters affecting the health of the troops or the sanitary condition of the locality in which they are stationed, or to make any report affecting departmental discipline to the Head of the Medical Department, they will invariably furnish a copy of the same to the officer commanding the station or the troops; on the other hand, copies of similar communications to commanding officers will be furnished to the Head of the Medical Department.

Taking charge of soldiers of other corps, seamen, &c.

12. Medical officers in charge of hospitals will, upon obtaining the authority of the officer commanding a station for so doing, take under their care any non-commissioned officers or soldiers of corps not in garrison, or seamen and marines who, being absent from the ship or corps to which they belong, are under the necessity of applying for medical relief or assistance. Army medical officers at home will also examine and report upon seamen and marines who may be sent to them for that purpose by the local military authority at the request of the Director-General of the Medical Department of the Navy.

II.—MEDICAL OFFICERS DOING DUTY WITH TROOPS.

General duties.

13. Medical officers doing duty with troops, will, in all medical and sanitary duties, be guided by the Army Medical Regulations (Army Regulations, Vol. VI), and by such instructions

Hospitals.**Section XIV.****MEDICAL OFFICERS DOING DUTY WITH TROOPS—continued.**

as they may from time to time receive from the principal medical officer of the district: but it is to be distinctly understood that a medical officer attached to a garrison or station or to a particular corps is subject to the orders of the officer commanding the station, garrison, or corps to which he is attached.

14. They will examine all non-commissioned officers and soldiers who report themselves sick, and will cause such men as are found to be unfit to attend parades or to perform the ordinary duties of a soldier, to be removed to hospital for treatment. No soldiers are to be allowed to remain in their quarters as convalescents except such men as, immediately after vaccination, may be recommended by the medical officer to be exempted from drills and musketry-practice, and to have lighter duties assigned to them. A list of the men recommended for such exemption will be furnished daily to commanding officers.

Examination
of sick.

15. The "Company's Sick Report" of every non-commissioned officer or soldier brought before a medical officer on account of sickness will be made out according to the form subjoined, on a slip of paper at least the size of one-third of a sheet of foolscap, and invariably sent with the man, in duplicate. Particular care should be taken to ensure accuracy in filling in all the particulars required by the prescribed form.

Company's
Sick Report.

The Christian name must be given in full.

* Regiment.

* Company.

* Battalion.

* Troop or battery.

Regtl. No.	Rank and Name (If soldier be married) 'M' under name.	Completed years of		Religion.	If for Duty.	Whether a Defaultor.	Disease.	Medical Officer's Remarks, with initials.
		Age.	Service.					

Orderly Sergeant.

16. Medical officers will not be required to attend parades, except when the corps is inspected by the General or other officer commanding the district or station, and except under special circumstances when professional assistance is wanted, and when no medical officer has been specially detailed for such duty by the senior medical officer at the station.

Attendance
on parades.

Section XIV.

Hospitals.

MEDICAL OFFICERS DOING DUTY WITH TROOPS—*continued.*

Attendance
at target-
practice.

17. The attendance of medical officers at target-practice under ordinary circumstances is unnecessary, and their presence at rifle-ranges is to be dispensed with at home and abroad, except where an increase of medical officers has been sanctioned for this duty; but the name and address of a medical officer available to attend in case of accident, should always be communicated to the officers in charge of parties proceeding to target-practice, and such medical officer is not to be absent from his quarters or hospital during the period the rifle-practice is being carried on. Where the hospital or quarters of the medical officers specially appointed to attend musketry practice are within a mile from the ranges, the medical officer on duty after reporting himself to the officer in charge of the firing-party, may return to the hospital or quarters, where he will remain whilst practice is going on and be in readiness for any emergency.

Special cases.

18. Should exceptional circumstances arise at any station which would appear to render expedient the presence of a medical officer on a rifle-range, the General or other officer commanding may, after consulting with the principal medical officer, direct the attendance of a medical officer when necessary. The principal medical officer is to report all cases of this nature for the information of the Director-General of the Army Medical Department, in order that timely provision may be made for the performance of the duties of the medical officer so employed.

III.—ARMY HOSPITAL CORPS.

Organisation
and general
duties.

19. The organisation and general duties of the Army Hospital Corps are laid down in the Regulations for the Army Hospital Corps, issued with the Army Circulars, 1st February, 1878. The corps, in all matters of discipline and duty, is under the Principal Medical officer of the district, subject to the General or other officer commanding the district and the officer commanding the station.

Discipline.

20. Men of the corps are not, as a rule, to be confined in the guard-room for minor offences prior to being brought before the officer authorised to dispose of their cases. For an act of drunkenness or for any serious crime, however, such preliminary course is to be adopted. Any act of drunkenness committed by an army hospital-orderly is to be punished in such a manner as will entail an entry in the regimental defaulter-book.

Servants.

21. Men of the Army Hospital Corps can be employed as servants to medical officers only under the conditions laid down in the Secretary of State's instructions on the Royal Warrant of 27th November, 1879 (Clause 1, Army Circulars, 1880).

Musketry
course for
A. H. Corps.

22. When men of the Army Hospital Corps arrive for duty at any station, it will be ascertained whether they have been put *once* through a course of musketry. In the case of those who have not, measures will be taken for putting them *once* through

Hospitals.

Section XIV.

ARMY HOSPITAL CORPS--*continued.*

a full recruit's course, and the time of doing so arranged so as not to interfere with the proper performance of their duties as soldiers of the Army Hospital Corps. Men having been once trained in musketry will not require to be further instructed during their service.

23. Whenever a civil medical practitioner may be employed at any garrison or station for the treatment of cases of infectious or contagious diseases amongst officers, non-commissioned officers, soldiers, or their families who are not attended by a military medical officer, a report of the case must at once be obtained, by the officer or soldier employing such medical practitioner, for the information of the officer commanding, and the senior medical officer, at the station.

Employment
of civil
medical prac-
titioners.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION XV.—BARRACKS.

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- I.—General Instructions.
 II.—Canteens.
 III.—Libraries and Recreation Rooms.
 IV.—Churches and Chapels.
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I.—GENERAL INSTRUCTIONS.

Taking over
barracks.

1. Commanding officers of corps will, in conjunction with officers of the Royal Engineers and of the Commissariat Staff, cause all buildings, fixtures, furniture, &c., allotted for the use of the troops, to be inspected (previously, when possible, to the arrival of the troops) with a view to ascertain their condition. This inspection is to be carried out by an officer of the corps concerned, not below the rank of captain, when one of that rank is available, or the quartermaster, and after this inspection the troops become responsible for the safe custody of the buildings, &c., handed over.

Allotment.

2. The purpose for which each building is appropriated will be lettered on the door, so far as is necessary, and the detailed appropriation of each barrack-room, and of each hospital ward, will be recorded on Army Form K 1251 (late W. O. Form 153), a copy of which will be supplied for the use of the Officer Commanding the troops, and no alteration in this appropriation is to be made without the sanction of the Secretary of State for War. The allotment will be in accordance with the Regulations relating to Lodging and Furniture.

Temporary
appropriations.

3. When required, the temporary use of vacant barrack accommodation, involving no expense to the public, may, on an application in writing from the commanding officer, be given by the commissariat officer in charge, subject to the approval of the General officer commanding, to be obtained through the senior commissariat officer.

Re-appropriation.

4. It will be the duty of officers commanding troops in barracks, and of heads of corps and departments, to bring under the notice of the officer commanding any re-appropriation which, in their opinion, would lead to economy and to the advantage of the service.

Re-appropriations of quarters for the troops of an extensive nature.

5. Any proposal for a permanent re-appropriation of quarters or accessories occupied by or used for troops will be transmitted to the senior commissariat officer for submission to the officer commanding. Should the officer commanding consider the re-appropriation desirable or advantageous to the service, he will, if of an extensive nature, cause it to be referred to a Board consisting of a Staff officer or regimental field officer as president, a commissariat officer, and an officer of the Royal Engineer department.

Barracks.**Section XV.****GENERAL INSTRUCTIONS—continued.**

- 6.** The proceedings of the Board will be transmitted to the Commanding Royal Engineer for his observations, and for an estimate, or an approximate estimate, of the expense. Should there be no expense involved by a proposed re-appropriation, it is to be so stated by the Commanding Royal Engineer. The documents will be returned to the Senior Commissariat Officer, who will forward the proceedings to the District Officer of the Quartermaster-General's Department for any observations. The District Commissary-General will, when necessary, submit to the officer commanding any observations of a financial character arising from the proposed re-appropriation, and, if the change of appropriation be deemed advisable by the officer commanding, it will be reported to the Surveyor-General of the Ordnance. Proceedings of the Board.
- 7.** The letter forwarding the proceedings and the statement of any expense involved, will contain the necessary information (the details of the proposal being shown on Army Form K 1318), and any remarks that may appear to be called for to enable a decision to be arrived at. Report.
- 8.** It will not be necessary to submit any re-appropriations of a minor character for the opinion of a Board. In other respects the directions in the preceding paragraph are to be complied with. Minor re-appropriations.
- 9.** In the case of any proposed re-appropriation of departmental quarters or offices, except those within an arsenal or gun-wharf, the same course as that laid down in the preceding paragraphs will, according to the extent of the proposal, be followed, the Head of the Department concerned being referred to. Re-appropriation of departmental quarters, &c.
- 10.** In reporting on re-appropriations for the medical service, the proposal or opinion of the Senior Medical Officer is to be obtained. For the medical service.
- 11.** Applications for quarters will be sent direct to the commissariat officer in charge of barracks, who will assign them, when available, in conformity with the regulations. Applications for quarters.
- 12.** The schedules of barrack furniture issued from time to time in Army Circulars, show the different articles of furniture (not fixtures) and utensils allowed for the troops, and as these articles are deemed sufficient for every purpose, no soldier is to be called upon to pay for any furniture or utensils not so authorised. Schedules of barrack furniture.
- 13.** Commanding officers are to make themselves perfectly acquainted with every particular respecting articles of barrack equipment for the use of their men, and, in making their requisitions on the Commissariat and Transport Staff, are to avoid exceeding the authorised quantities. Requisitions for stores.
- 14.** In order that there may be no misunderstanding as to the articles for which the troops are accountable, inventories of barrack furniture and utensils are made out by the commis- Inventories.

Section XV.

Barracks.

GENERAL INSTRUCTIONS—*continued.*

ariat officer in charge of barracks—and of the fixtures in each room, quarter, ward, or stable by the Royal Engineer Department. These inventories having been signed by an engineer officer for the fixtures, and by the commissariat officer in charge for the furniture, are to be pasted on separate boards, and hung up inside each room or building to which they relate; they will on no account be altered by the troops.

Arrangement
of barrack-
rooms.

15. The windows of every barrack-room are to be opened sufficiently to allow of free ventilation as soon as the men have risen, and are to be kept open during the day to the fullest extent that the weather and season may admit. The iron bedsteads are not to be placed at a less distance than six inches from any part of the wall, if the size of the room will admit of such space. The bedsteads are to be turned up at an early hour, but before this is done the bedding is to be left exposed to the air for an hour every morning. The beds and bedding are to be removed from the barrack-rooms as often as practicable during fine weather, for the purpose of being aired; in hut encampments this should be done once a week.

Beds.

16. The paillasse is to be rolled up, the blankets and sheets neatly folded up and laid on the top, and the whole to be bound round the centre by a strap. When thus rolled up, the bedding is to be placed about two inches from the head of the bedstead, the foot of which is to be doubled back, or run in. The rug is to be placed on the unoccupied end of the bedstead, so as to admit of soldiers sitting thereon during the day-time. The rug is to be folded round the blankets of such bedding as may not be in use.

Beds tempo-
rarily vacated.

17. The beds of soldiers who may be in hospital, in cells, or on short furlough (not exceeding a fortnight), will be considered as occupied, and consequently not available for the accommodation of other soldiers.

Officer of the
day.

18. An officer on duty is to visit the barrack-rooms every morning to see that they are properly cleaned, and that the instructions contained in the three preceding paragraphs have been strictly observed.

Medical
officers.

19. A medical officer is to inspect every portion of the barracks at least once a week, and to see that they are in a proper sanitary condition. He is to be particular in observing the married soldiers' quarters, and is to report to the commanding officer if they are not kept in a proper state of cleanliness.

Removal of
furniture.

20. The equipment of rooms in barracks will on no account be altered by the troops, and soldiers are not to be allowed to remove or displace any articles of barrack-furniture belonging to the rooms, except temporarily, for the purpose of airing and cleaning them. Whenever troops are directed to clean the windows of their barrack-rooms, they are in no instance to be allowed to remove the sash-beads, such a proceeding being

Window
cleaning.

Barracks.**Section XV.****GENERAL INSTRUCTIONS—continued.**

unnecessary, and subjecting the troops, or the public, to a heavy charge in repairing broken glass.

21. The washing of the floors is only allowed in barracks once a week, and should take place early in the morning, so that the rooms and forms may have the whole day to dry. It would be well to omit the washing altogether on rainy or damp days. On every intermediate day the barrack-rooms are to be dry scrubbed only.

Washing
floors and
forms.

22. The washing and ironing of clothes is not to be allowed in the sleeping rooms, nor any other work or employment which may tend to prevent cleanliness.

Washing of
clothes.

23. With the view of preventing as much as possible any extravagant use or waste of gas or water in barracks, a corporal should be detailed by daily roster to supervise these services, and bring to the immediate notice of his commanding officer any waste, or cause of waste, in the gas or water supplied to the barrack premises.

Consumption
of gas and
water.

24. No alterations whatever are to be made to rooms or buildings by any officer or soldier; neither are temporary buildings, huts, or stands to be erected on any part of the barrack property without the special authority of the Secretary of State for War. Any person who makes an unauthorised alteration in the gas-fittings or other interior arrangement of any public building allotted for the use of troops, will render himself liable to replace at his own expense the fittings as they originally stood.

Alterations in
buildings.

25. No such animals as cows, pigs, or goats, are to be kept, nor are horses, dogs, or poultry, to be suffered to stray or run loose within the boundaries of barracks, or hospitals. Immediate attention is to be paid by commanding officers to any representation made by the commissariat officer in charge of barracks of an infringement of this order.

Animals pro-
hibited.

26. When barracks are occupied by troops, the yards and parades are to be swept and rolled, and kept clean by them. When there is an accumulation of snow on the roof of any building it is to be removed by the troops under the supervision of the engineer department. Commanding officers are therefore to furnish fatigue-parties, in all possible cases, for the performance of these duties; but if such assistance cannot be afforded, a representation to that effect is to be made by the commanding officer to the commissariat officer in charge of barracks and engineer officer at the station. The same rule applies to unoccupied buildings referred to in the next paragraph.

Yards and
parades to be
kept clean.

27. Unoccupied buildings within a barrack enclosure, as well as buildings in the actual possession of the troops, are, so far as regards their security, under the charge of commanding officers. Commanding officers will therefore furnish such protection for these buildings, by placing sentries, as they may consider necessary.

Protection of
unoccupied
buildings.

28. Attention should be paid at all times, and especially

Sanitary
arrangements.

Section XV.

Barracks.

GENERAL INSTRUCTIONS—*continued.*

Fatigue-duties of troops. during the prevalence of cholera or any other epidemic disease, to the state of the latrines and urinals, and to the disinfecting of ash and soil pits. Commanding officers will take especial care that no improper articles are thrown into them or into the drains. The cleaning of surface-drains and catch-pits and the flushing of latrines, where skilled labour is not required, will, as a rule, be considered fatigue-duties to be performed by the troops.

Offences by barrack-sergeants. 29. In the event of a barrack-sergeant being guilty of any offence when doing duty in garrison or barracks, the officer commanding is at once to inform the local commissariat officer of the circumstances of the case, only placing the barrack-sergeant under arrest when such a course is required in the interests of discipline. When the offence is of a more serious character, the General or other officer commanding will assemble a Court of Inquiry in accordance with the Rules of Procedure under Section 69 of the Army Discipline and Regulation Act, with instructions to investigate and record all the circumstances of the case; the proceedings, together with the remarks of the convening officer, will be forwarded to the Adjutant-General, Horse Guards, War Office. On foreign stations the General officer commanding, on receipt of the Proceedings of the Court of Inquiry, will determine whether to arraign the accused before a court-martial, or to suspend him from duty, pending a decision upon the case by the Commander-in-Chief.

Foreign station. 30. When there is more than one corps at a station the commissariat officer in charge of barracks is authorised to correspond direct with the officers in command of corps or detachments, on matters purely relating to the troops under their immediate orders, in which the intervention of the officer commanding at the station is not required.

Correspondence with commanding officers. 31. Whenever it is proposed to construct buildings for the use of troops, or buildings upon land appropriated for their use, the commanding royal engineer will suggest a site to the General officer commanding at the station, who will order a Board to assemble and to report on the subject. The board will consist of—(1) the head of the department, the officer commanding a regiment, or other responsible officer who is to occupy the building when erected; (2) an officer not under the rank of captain; and (3) the commanding royal engineer or other engineer officer. A medical officer will be detailed to attend the board. When it is intended to erect stabling on the proposed site a veterinary surgeon should, if possible, be also a member of the board. The General officer commanding will transmit the report of the board, with his own opinion, and that of the Commanding Royal Engineer, for the decision of the Secretary of State for War.

Sites for buildings. 32. Upon the completion of new barrack buildings being reported by the Royal Engineer department, orders are at once

Board on new buildings.

Barracks.**Section XV.****GENERAL INSTRUCTIONS—continued.**

to be given by General officers commanding, without previous reference to higher authority, for the inspection of the premises, by a garrison board composed of a field officer, a captain, and an engineer officer—where available. A medical officer is to attend to give evidence on sanitary points. The report of the board to be forwarded by General officers commanding to the War Office. On the completion of a gymnasium for the use of troops, a gymnastic superintendent, or some other qualified officer, is to attend the Board of Officers to give evidence as to the nature, and to point out defects, if any, in the quality of the apparatus.

33. When the new buildings consist of stables, riding-houses, or other accommodation connected with troop-horses, a veterinary surgeon should be a member of the board; if practicable, instead of the captain, and the attendance of a medical officer will not be required. On stables, &c.

34. Commanding officers are to prohibit the indiscriminate admission of strangers into the barracks occupied by the troops, and are to take measures to prevent any but persons of respectable character from gaining access to the barracks or lines. Every facility is to be afforded by commanding officers to any officer or member of the War Department who may, from time to time, be sent by the Secretary of State for War on any duty connected with barracks or other War Department property. Admission of strangers, and official visitors.

35. During the first week of every month the officer commanding the troops occupying a barrack—or an officer, not under the rank of captain, deputed by him—will make a general inspection of the barrack-buildings, stores, and bedding in possession of the troops, noting any repairs required to be made or stores to be replaced, and, in the case of bedding, seeing that the number of the different articles in possession of the corps agree with the number shown in the regimental bedding book. This inspection will, however, be unnecessary in any month in which the quarterly inspection is made by the Commissariat officer and the Royal Engineer department. All articles should be laid out in the barrack-rooms for inspection in the same order in which they are detailed on the inventory board. This periodical inspection of barracks should prevent the accumulation of charges against the troops for losses and damages, and commanding officers are held responsible that the regulations are strictly observed on this head. Periodical inspections.

36. The regimental quartermaster, or officer acting for him, is to be present at all inspections of barracks. Officers commanding troops, batteries, and companies, will attend at the inspection of their respective barrack-rooms and stables. A medical officer will attend at the inspection of the hospital. The riding-master will attend at the riding school, and the veterinary surgeon at the infirmary. These officers will attest by their signatures in the note-book of the commissariat officer making the quarterly inspection the list of damages or losses Attendance of officers.

Section XV.

Barracks.

GENERAL INSTRUCTIONS—*continued*.

proposed to be assessed in their respective departments. The commissariat officer is also instructed at all inspections made by him to initial the note-book of the regimental officer. When bedding and furniture, with regard to which questions of damages may arise, are returned by troops to the commissariat store a regimental officer will attend.

Marching-out
inspections.

37. At the marching-out inspection of a barrack an experienced officer, a captain if possible, is to be detailed, or the quartermaster, to accompany the engineer officer and the commissariat officer in charge of barracks, in going over the whole of the barracks, and in assessing the damages. The officer will attest by his signature in the note-book of the commissariat officer, before leaving each room or quarter, the correctness of the damages or deficiencies which have been noted therein, or object on the spot to any charge against which he considers it his duty to appeal. He will also, if possible, certify the inspection reports on Army Form P 1956 (late W. O. Form 1336), before he leaves the station.

Notice of
appeals.

38. Commanding officers are forthwith to give a written notice to the Commanding Royal Engineer, or Senior Commissariat officer at the station, of the items against which they intend to appeal. In the event of the charges being maintained by the department assessing, and the General officer commanding being unable to decide the case [which may, if considered necessary, be investigated by a garrison board], the appeal, with all necessary explanations, will be forwarded to the War Office for adjustment; the amount assessed is in the meantime to be charged against the troops, pending the consideration of the appeal. (See Army Regulations, Vol. IV.)

Assessments
to be
published in
orders.

39. The amount of damages or losses assessed against the troops—whether at the monthly or at the marching-out inspections of barracks—is always to be published in regimental orders, and the share to be borne by each troop, battery, or company specified; all “general charges” which cannot be assessed against individuals being shown under a separate heading. Price lists of all barrack stores—both at home and at foreign stations—are published from time to time in the authorised Vocabulary of Stores for general information.

Notice of
movements to
be given.

40. When troops are ordered to quit a barrack—or when any change of quarters takes place in a garrison—the officer in command at the station is to give the engineer officer and the commissariat officer in charge of barracks the earliest possible intimation of the hour and date at which any barrack- or hospital-buildings in the occupation of the troops will be vacated, in order that immediate arrangements may be made for the marching-out inspection.

Charges for
cleaning
rooms, and
passages.

41. No charges will be made against the troops, as a general rule, for washing rooms or passages, unless in cases where obvious neglect is apparent, or complaints are made by the

Barracks.**Section XV.****GENERAL INSTRUCTIONS—continued.**

troops marching in, of the building having been left in a dirty state. In such cases a report thereof should be immediately made by commanding officers to the General officer commanding.

42. The riding-master will take care that the floor of the riding-house is kept in repair, and that it is properly raked and watered. The materials will be laid down under the supervision and in accordance with the regulations of the Royal Engineer department. The state of the riding-house is to be specified in the inspection reports of General officers. Floor of riding-houses.

43. Regimental officers are to take choice of quarters according to the date of the regimental appointments to their respective ranks, and not according to the date of their army commissions. When an officer shall have been put in possession of quarters by proper authority, he is not to be dispossessed by an officer of corresponding rank:—viz., Choice of officers' quarters.

A commanding officer of a regiment, by a commanding officer (to include lieutenant-colonels of artillery);

A field-officer, by a field-officer;

A captain, by a captain; or

A subaltern, by a subaltern;—

but in all cases a captain, though entitled only to the same class of quarters, may claim a priority of choice over a subaltern, notwithstanding such subaltern shall have been in previous possession of the better quarters.

44. The quarters for commanding officers are lettered "*C. O. Quarters*;" those for field-officers, "*F. O. Quarters*;" those for captains and subalterns and regimental staff officers below the relative rank of field-officer, to whom no special quarters are allotted, "*Officers' Quarters*." When special quarters are allotted to medical officers, they will be marked "*M. O. Quarters*." Lettering of quarters

45. The kitchens attached to unmarried officers' quarters are not to be used as sleeping apartments by soldier-servants. Kitchens.

46. No officer can under any circumstances establish a right to a military quarter which he does not occupy, except in the case of a commanding officer in lodgings, who may have a room in barracks, and of such married officers, not drawing lodging allowance, as are permitted to reside out of barracks. Unoccupied quarters are to be handed over to the commissariat officer in charge of barracks, and to be available for the public service. Unoccupied quarters.

47. When officers are detached on duty, or when they obtain leave of absence for any period not exceeding one month, they are to retain their rooms in barracks; but when it is known that an officer is to be absent from his barrack-rooms—on duty or otherwise—beyond one month, his quarters are, at the time he leaves, to be given over to the charge of the commissariat officer. Quarters of officers absent.

Section XV.

Barracks.

GENERAL INSTRUCTIONS—*continued.*

Precautions
against fire.

48. Commanding officers in barracks are enjoined to use all possible means to prevent accidents by fire. No fires or lights are to be allowed in the soldiers' rooms or other buildings occupied by troops—except in hospitals, latrines, guard-houses, galleries, or stables [and in recreation-rooms as provided for in para. 133]—later than a quarter of an hour after the last post at tattoo, at which times an officer is to visit them to see that this order is strictly obeyed. Lights are permitted in sergeants' messes up to 11 o'clock p.m. Non-commissioned officers in charge of rooms are to see that no live cinders are left in coal-scuttles or boxes. Candles are not to be carried about incautiously, and on no account into the stables except in proper lanterns. Soldiers are to be cautioned against smoking in buildings or tents when loose straw is about. As an additional precaution against fire in the barracks of mounted corps, the officer of the day, before the "dismiss" is sounded, is to satisfy himself that all the buckets belonging to the stables are left, filled with water, in the most available spot; and a note to that effect is always to be entered, by the orderly officer, in his report.

Gas.

49. Whenever an escape of gas occurs in barracks, the upper sashes of all the adjacent windows are to be opened immediately, and the lights extinguished. Particular care is to be taken that no light of any kind is brought into the vicinity at the time. The non-commissioned officers in charge of rooms are responsible that the gas is properly turned off every night, both in the rooms and passages, and also that the burners are not tampered with.

Fireworks
forbidden.

50. Fire-works or bonfires within the enclosures of barracks, or in the lines of a hut encampment, are strictly prohibited.

Fire-piquet.

51. Immediately after the troops enter upon the occupation of any barracks, commanding officers are to appoint a steady non-commissioned officer, and a sufficient party of soldiers, to be designated the "Fire-Piquet," who are to make themselves acquainted with the fire-plugs, or other sources, from which the engine can be supplied with water, the mode of adjusting the engine-hose, and the method of working the engine. The non-commissioned officer thus selected is to superintend, with the assistance of the fire piquet, the exercise of the fire-engine whenever it is ordered, and the fatigue parties granted for this purpose are to be under his orders.

Alarm of fire.

52. In the event of any unusual appearance of fire or light in barracks, or other public buildings, an immediate alarm is to be given; the fire-piquet is forthwith to assemble, and any men belonging thereto on guard or other duty are, if possible, to be relieved, in order to admit of their attendance.

Practice with
fire-engines.

53. General or other officers in command at home and abroad should frame such local regulations as may be suitable in each case, defining the duties and distribution of the troops in the

GENERAL INSTRUCTIONS—*continued.*

event of fire breaking out either within the precincts of the barracks or in the neighbouring town. The troops should be frequently practised by day, and occasionally by night, in turning-out without previous notice, and concentrating upon any given spot with fire-engines and apparatus. In hut encampments care should be taken that the fire-screens, and other appliances to be used in case of fire, are distributed through the lines at convenient spots, and are at all times accessible at a moment's notice.

54. Whenever a fire or other accident involving the destruction of public property occurs in any barrack building, either at home or abroad, a garrison board of officers [to include an engineer officer and a commissariat officer, if available at the station] is to be immediately assembled to investigate the cause of it. The report of this board is to be transmitted through the General or other officer commanding the district, accompanied by an approximate estimate of the cost of making good the damage.

Board to assemble after fire or accident.

55. No fire-insurance of private property in barracks is to be effected by a non-commissioned officer or soldier, without the knowledge of his commanding officer.

Fire-insurance in barracks.

56. The barrack chimneys being ordered to be periodically swept, a soldier should be detailed to attend on such occasions, and see that the sweeping of each chimney is properly effected. When the quartermaster has ascertained that the whole service has been duly executed, he will furnish a certificate to that effect in each case to the contractor. This certificate will state in words, not figures, the number of flues or chimneys swept.

Sweeping chimneys.

57. Cricket-grounds and fives-courts form a part of the barrack establishment, and consequently the expense of repairing any injury done to them by the troops will be chargeable as barrack damages.

Cricket-grounds and fives-courts.

58. With a view to encourage soldiers in industrial pursuits, and to afford them healthful means of occupation in the immediate neighbourhood of their quarters, allotments of ground for cultivation by the troops as gardens have been made by the War Department at various home stations, and will continue to be made where practicable, under the following conditions:—

Gardens for troops.

- (a.) All internal fencing, seeds, &c., to be found by the troops, and the produce of their labour to belong to them. A proportion of tools and materials for external fencing of a regimental garden will be found by the War Department.
- (b.) The allotments to be by regiments, and sub-divided by companies under the supervision of officers commanding corps.
- (c.) Allotments to individual non-commissioned officers and men will not exceed $\frac{1}{4}$ of an acre. When such allotments are made, non-commissioned officers and men will find their own tools and materials for fencing.

Section XV.**Barracks.****GENERAL INSTRUCTIONS—continued.**

- (d.) The ground to be rent free within the foregoing limits, but the holders to be liable for any outgoings, such as poor-rates, &c., which can be legally enforced.
- (e.) All transfers of the ground from one corps to another to be made through the commissariat officer in charge of barracks.
- (f.) The power to resume possession of the land at any time—if required for military purposes—to be reserved to the War Department, without compensation to the occupants.
- (g.) When the troops quit a station where gardens have been established, no claim for compensation will be allowed as a charge against the public; but all transfers of stock, garden implements, &c., are to be mutually arranged between relieving corps, or the articles otherwise disposed of, if no relief takes place.

II.—CANTEENS.**General Instructions.**

For what
purpose esta-
blished.

59. Canteens are established in barracks for the exclusive use and convenience of the troops, and for the ready supply to them of wine, malt-liquor, groceries, and other articles, at reasonable prices; but it is to be clearly understood that soldiers are in no way to be prevented from resorting to markets and shops in the neighbourhood.

Sale of
intoxicating
liquors.

60. The sale of ardent and spirituous liquors of any description in canteens is strictly prohibited at home stations, but at foreign stations the sale of spirits is permitted at the discretion of the commanding officer. No intoxicating or malt liquors of any description are to be sold before twelve at noon, nor after tattoo, nor during the hours of Divine Service on Sundays, nor at any time to anyone appearing to be intoxicated.

Defaulters.

61. Defaulters are to be permitted to enter the canteen during certain fixed hours in the day only, say from 6 to 8 p.m.

Civilians.

62. No civilians are to be permitted to enter the canteen, without the knowledge and permission of the commanding officer in the barracks, who will exercise the greatest caution, so as to prevent the semblance of complaint of civilians being allowed to purchase articles, particularly liquor, therein; and, under no circumstances, will they be allowed to enter the canteen during the hours prohibited by the Licensing Acts in force for the time being.

Canteens held by Tenants.

Appointment
of canteen-
tenants.

63. Canteen-tenants are appointed by the Secretary of State for War, and are removable only by his authority. At foreign stations the tenants will be nominated by the General or other

Barracks.**Section XV.****CANTEENS—continued.**

officer commanding, and the usual agreement, terminable at a week's notice, is to be entered into. Copies of the agreement will be furnished by the senior commissariat officer to commanding officers when required.

64. Canteen-tenants are required to supply the articles specified in the schedule at fair and reasonable prices, and of a good and proper quality. To enable them to do this with advantage to the troops, and without prejudice to their own interest, they are granted the monopoly of the sale of those articles within the barracks to the soldiers, and are allowed the bar of the shop, and the tap-rooms and fixtures rent free. This monopoly does not, however, extend to sergeant's messes or to recreation rooms.

Prices,
quality, and
sale of articles.

65. The tenant is at all times to observe respectful conduct to officers; to prevent, as far as lies in his power, rioting or disorderly behaviour in the canteen; and not to suffer—on pain of dismissal—any gambling to be practised in the canteen. Further; he is not to give credit or trust to or receive any pledges or pawns from any non-commissioned officer or soldier, and he is strictly to obey all orders and regulations which may be issued by proper authority in respect of the opening and closing, and conducting the canteen.

Maintenance
of order in
canteens.

66. The tenant is to produce samples of the liquors and other articles retailed by him, together with a list of the prices at which they are sold, in order that a garrison board of survey—consisting if possible of a field officer, a captain, and the commissariat officer in charge of barracks, with a military medical officer in attendance—may ascertain every three months, or oftener if necessary, that the articles are of good and proper quality for the use of the troops, and that the prices are fair and reasonable. The schedule of articles, with prices entered in ink, is to be conspicuously hung up in the bar and every other room in the canteen.

Board of
Survey.

Regimental Canteens.

67. Canteens on the regimental system are not to be established without the authority of the Secretary of State for War in new barracks, or where tenants are in possession of the canteen premises. They are to be managed by a standing committee of three officers—the president not to be under the rank of captain. The commanding officer is not to be on the committee if there is one captain available for it. Presidents of canteen committees are, when practicable, to be exempted from serving upon all boards of survey, courts of inquiry, and courts-martial. The members of the committee are to be selected by, and be under the direction and control of, the commanding officer. No officer of the regimental staff is to be appointed a member of the regimental canteen committee.

How
managed.

(Q. R.)

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Section XV.

Barracks.

CANTEENS—*continued.*

Not applic-
able to detach-
ments.

68. The regimental system is not considered applicable, as a general rule, to a single battery of artillery or a company of engineers, or to any detachment which cannot furnish the requisite number of officers for the committee. Whenever the head-quarters of one corps and a detachment of another are quartered at the same station, it will be optional for the former to conduct the canteen on the regimental system, and for the latter merely to use it and participate, whilst there, in any expenditure of the canteen funds sanctioned for the benefit of the troops; but the detachment will not be allowed to claim a separate share of the profits on leaving. The same rule will apply to the canteen of a regimental depôt when used by the recruits of the Militia during their training.

Sub-com-
mittee of N.C.
officers.

69. A sub-committee of three non-commissioned officers may be appointed by the commanding officer, to act under the superintendence of the first-named committee, for the more immediate internal management of the canteen; but this committee will have no concern in any money payment or contracts. They will not be empowered to make any changes or issue any instructions, but will submit their views to the committee of officers for consideration. Schoolmasters and bandmasters are not to be either presidents or treasurers of these sub-committees.

Duties of
committee.

70. The duty of the committee of officers will be, to superintend the whole business of the canteen. They are to meet monthly, to take stock and examine the books of the canteen, to inspect the quality of the articles to be sold, to authorise all purchases of supplies, and to regulate the prices at which articles shall be sold. Printed lists of the articles to be sold, with the current prices annexed, are to be posted up in a conspicuous place in the canteen. On the appointment of a new canteen committee, or a new president, a board of officers will assemble, consisting of a field officer (if possible) as president, and the outgoing and incoming committee presidents as members, to thoroughly examine the state of the accounts, and record the financial condition of the canteen. The Board will distinctly state—

The cash balance at the time of transfer, and where it is lodged.

The liabilities of the outgoing committee for bills, and unrepresented cheques.

The assets of the canteen.

The proceedings will be retained by the commanding officer, who will thus be enabled to decide the responsibility of different committees, in the event of irregularities taking place at any future time.

Fixing prices.

71. The committee in fixing the prices will assess the profits on each article separately, and will not be permitted to enhance unduly the price of any one article with the view of lowering that of another. These prices will, in addition to providing for

CANTEENS—*continued.*

payment for the various articles purchased, be such as to cover "wastage" and the several permanent charges on the canteen which are recapitulated hereafter.

72. All contracts for the supply of articles to a regimental canteen are to be entered into by the officer in immediate command of the corps, and by the president of the canteen committee, and every order for goods is to be given direct to the person making the supply, either by the officer commanding, by the president, or by a member of the canteen committee.

Contracts for supplies how to be made.

73. All tradesmen's bills, however small, are to be paid personally by the president, or a member of the committee, without the intervention of the canteen sergeant, whose whole duty will be strictly limited to matters connected with the internal management of the establishment.

Payment of bills.

74. The committee after their monthly meetings are to submit to the commanding officer a statement of accounts, showing the receipts and expenditure of the preceding month, and also the assets and liabilities of the canteen for the same period, with other details contained in Form F, referred to in para. 80. The forms for this purpose—as well as all books for keeping the accounts—are to be procured at the expense of the canteen fund.

Monthly Abstracts.

75. Details of all canteen expenditure must be given in the quarterly accounts. A statement is also to be forwarded, giving full details of all charges other than those authorized to be incurred for the maintenance or conduct of the canteen. The total amount only of this expenditure is to be shown as one item in each monthly abstract. Commanding officers are to forward with the quarterly abstracts of accounts a copy of the printed list of articles sold in the canteen, with the current retail prices. The percentage above wholesale prices is to be added in a separate column in red ink opposite each item.

Accounts.

76. The selection of a non-commissioned officer or pensioner for the appointment of permanent canteen sergeant, for which any sergeant is eligible, rests with officers commanding corps, and will be confirmed, when approved of, by General officers commanding districts without reference to head-quarters. The permanent canteen-sergeant of a regimental dépôt should always be a pensioner. The canteen-sergeant, if found inefficient, is liable to removal from his appointment. He will then revert to the rank of sergeant. Non-commissioned officers above the rank of sergeant are not eligible for the appointment of permanent canteen-sergeant.

Selection of canteen-sergeant.

77. The canteen-sergeant is to be under the orders of the committee of officers. His position will be that of steward or salesman, not of contractor, and he is not to be permitted to have any interest whatever in the profits of the canteen. He is not, therefore, liable either to loss (except in case of dishonesty) or profit, and no allowance in money or kind for

His functions.

Section XV.

Barracks.

CANTEENS—*continued.*

“wastage” is to be made to him. He is not to be employed as caterer to the sergeants’ mess.

Remuneration of canteen sergeants and assistants.

78. The pay and allowances of a canteen-sergeant, as fixed by Royal Warrant [Army Regulations, Vol. I.], may be supplemented by such further remuneration from the canteen fund as shall make up his total emoluments to a sum not exceeding 6s. a day, subject to reduction to a lower rate at the discretion of the officer commanding, in proportion to the amount of work to be done. He may be assisted by two privates of the regiment, or by one private and a soldier’s wife. For these assistants pay, not exceeding 2s. a day each, may be allowed. When, from the extent of business transacted, more than two assistants are, in the opinion of the commanding officer and the committee, required, additional privates, or soldiers’ wives or children, may be employed at a daily rate of pay not exceeding 1s. 6d. each.

Accountant.

79. A non-commissioned officer [not the regimental sergeant-major, or a battery sergeant-major when he is the senior artillery non-commissioned officer at the station, or the schoolmaster] is to be selected to act as accountant to the canteen, under the supervision of the canteen committee. His pay for this duty is not to exceed 30s. a month, and is to be in proportion to the work he has to perform. One of the sub-committee may be appointed, and the work may be done in his leisure hours.

Books.

80. The books are to be of a plain and simple description—showing the purchases made, the articles sold, and the profit on each article. They will be open to public inspection, under due sanction from the commanding officer, and will be produced at the monthly stock-taking by the committee of officers, and at the periodical inspection of regiments by General officers. The books to be kept will be as follow, viz.:—

- (a.) *General monthly stock and cash-ledger* [Form A.], to be kept by canteen accountant. It will show the cost price, and the retail price to be charged for each article. A balance will be struck at the end of each month, showing the consumption of each article during the month, and the quantity remaining on hand.
- (b.) *Cash-book of daily takings* [Form B], to be signed by an officer of the canteen committee, and by the canteen-sergeant daily. The total monthly expenditure will also be shown in this book, which is to be in charge of an officer of the committee.
- (c.) *Daily stock-book* [Form C], to be kept by the canteen-sergeant.
- (d.) *Tradesmen’s general ledger*, [Form D.], with separate sheets for each tradesman, to be kept by the canteen-accountant. All invoices, on receipt of the goods, to be countersigned by canteen-sergeant and separately filed. Discrepancies to be at once reported.

CANTEENS—*continued*.

- (e.) *Invoice order-book* [Form E.], with counterfoil, for small supplies ordered by the committee.
- (f.) A *guard-book*, containing duplicates of the monthly abstract and other accounts [Form F.], to which the signatures of the committee of officers, in original, will be attached.

81. It is necessary that these books should undergo every month a thorough investigation by the committee of officers, who will, in connection with them,— Taking stock.

- (a.) Take stock of supplies on the 1st of each month, for which purpose the canteen should be closed until noon on that day.
- (b.) See that the amount of stock, as shown by the bills, agrees with that entered in the “stock and cash-ledger.” [Form A.]
- (c.) See that the value of the consumption, as shown by the “daily stock-book” [Form C.], corresponds with the receipts in the “daily cash-book.” [Form B.]
- (d.) Verify the correctness of the monthly abstract and other accounts.

82. All drainage of malt-liquors, together with hops and refuse at bottom of casks, is to be returned to the brewers, demanding from them a like quantity of good liquor, calculating the quantity of either porter, stout, pale ale, &c., &c., according to the quantity of each sort drawn off. Canteen committees should ascertain from the owners of large retail shops, the actual losses and profits acknowledged by the trade to be inseparable from retail issue and sale of all perishable articles;—so that in making up the accounts with the canteen-sergeant they may be able to make the admitted allowance. In the case of gain, the canteen-fund will receive it; but, in the case of loss, the canteen-sergeant will be personally responsible to his commanding officer, who will institute a special inquiry into each case of loss not satisfactorily accounted for. Wastage.

83. The proceeds of the sale of articles will be handed over daily by the canteen-sergeant to the committee of officers, and the amount will be lodged by the president in the hands of the regimental paymaster, or be otherwise placed in security as the committee, with the concurrence of the officer commanding, may arrange. For this purpose, an iron safe (cost not to exceed 8*l*.) may be purchased out of canteen funds, and transferred to relieving regiments with the bar-stock. If the amount be placed in the hands of the paymaster, that officer is to keep a separate account thereof. Sums “on account” are only to be drawn on the signatures of any two of the officers composing the committee, and from time to time as payments may have to be made. No cheques are to be cashed or bills discounted by the canteen-sergeant for officers or others, except with the sanction of the canteen committee. Care of money.

Section XV.

Barracks.

CANTEENS—*continued.*

Bar-stock.

84. The bar-stock—such as plates, cups, knives and forks, tumblers, &c.—will be provided in the first instance at the expense of the War Department, but must be purchased by the corps concerned out of the first available canteen profits accruing after the prescribed balance of 50% shall have been accumulated. Upon the transfer of bar-stock from one corps to another, the value of such stock is to be limited to 100%. The bar-stock until purchased will be in charge of the commissariat officer in charge of barracks, who—on the arrival of a regiment at the station—will hand the same over to the canteen-sergeant. An inventory will be prepared, and a receipt given. The canteen-sergeant will then be responsible for the same. A percentage upon bar-stock provided at the public expense, at the rate of 1 per cent. per month, will be charged to canteen funds, to cover the cost of fair wear and tear.

Losses and damages.

85. At the usual barrack inspections, and on a regiment leaving a station, an inspection of these articles will be made by the commissariat officer, and any not forthcoming—or damaged—will be charged against the regiment, and recovered in the same manner as other damages to barrack stores. The cost of such articles will be at once defrayed, either from the canteen-fund or by the canteen-sergeant, as the commanding officer may determine. Damages to the building itself will also be similarly charged. The canteen-sergeant will—for his own protection—keep a record of damages committed by individuals, in order that the charges on account thereof may be made against them.

Fixtures.

86. All such fixtures as the public would have supplied to tenants without charge will be supplied without charge to the troops. Large weighing machines and weights, and coffee-mills, with brass hoppers, will be provided and kept in repair at the public expense, the troops paying per-centage thereon. The remaining articles, such as blinds with rollers, plates, cups, knives and forks, tumblers, &c., are to be provided under regimental arrangements, and maintained out of canteen funds.

Beer-engine.

87. The beer-engine, pipes, and taps may in the first instance be provided at the public expense, and no percentage paid thereon, upon the understanding that they must be kept in thorough working order and repair out of canteen-funds, and be left in the same order when the troops surrender the canteen. The whole must be inspected by a professional person—such as a military foreman of works—at the marching-out inspection, and whatever sum may be assessed by him as necessary to put the whole in thorough working order and repair must be paid by the committee as a portion of the Royal Engineer damages to buildings and fixtures, and the necessary repairs will be effected by that department. Beer-engines, when fairly worn out and past repair, will be renewed at the public expense,

Barracks.

Section XV.

CANTEENS—*continued.*

but a sufficient sum (6s. per pull per annum) to cover this outlay will be added to the rent of the building.

88. A rent for the canteen will also be charged, to cover the cost of the maintenance of the building. This rent and the percentage on bar-stock and fixtures are to be paid monthly to the district paymaster, on receipt by the president of the committee, from the commissariat officer in charge of barracks, of the vouchers specifying the amounts due. The commissariat officer will notify monthly to the paymaster the amount to be thus received by him. The canteen stock is to be insured against fire at the expense of the canteen fund.

Rent, percentage, and fire-insurance.

89. All charges for the maintenance and conduct of the canteen must be paid from canteen profits.

Charges against fund.

Among these charges will be the following:—

- (a.) Payments for articles purchased.
- (b.) The monthly rent of the building.
- (c.) The purchase of and monthly per-centage on bar utensils, and any barrack furniture issued in excess of what is authorised by the War Office Regulations.
- (d.) Charges for canteen losses or damages.
- (e.) The insurance of the canteen stock against fire.
- (f.) The payment of the wages of the canteen sergeant and assistants.
- (g.) The cost of fuel and light.
- (h.) Cleaning, &c., of the canteen establishment.
- (i.) Poor-rates and local rates, when assessed. Regimental canteens are not liable to income-tax.

90. The profits of canteens, exclusive of stock in hand, are to accumulate in the Royal Artillery Garrison Canteen at Woolwich, to the extent of 500*l.*; in the Royal Engineer Corps Canteen at Chatham, of 200*l.*; and in regimental canteens, of 50*l.*—with a like proportion, viz., 50*l.* for each regiment, in the case of brigade or garrison canteens, where such may be established. A balance of profits to this extent must be always kept in hand to meet probable deficiencies, but all articles are to be supplied to the troops from the canteen as nearly at cost price as possible.

Accumulation of profits.

91. Profits remaining after the foregoing conditions have been observed may, under the authority of the commanding officer, be appropriated by the canteen committee for the benefit of the soldiers of the regiment as follows:—The provision of additional newspapers, periodicals, stationery, or other authorised appliances for the libraries and reading-rooms; the purchase of apparatus for games, theatricals, musical entertainments, and readings; the repair of platforms and buffers of skittle-alleys; prizes for athletic sports; seeds or roots for regimental gardens; expenses incidental to laying out and preparing ground for gardens; the purchase of any articles for the convenience of the canteen establishment, which are readily

Disposal of profits.

Section XV.

Barracks.

CANTEENS—*continued.*

removable with the corps; extra messing on Christmas day, refreshments on field-days, hot coffee for men on guard, reducing the cost of messing; the provision of whitewash brushes, lime for white-washing, sawdust, &c., for the men's barrack rooms, and extra fuel for drying apparatus; six per cent. of each quarterly balance for the benefit of the sergeants' mess (if dealing with the canteen), and not more than 10 per cent. for the soldiers' families. The expenditure of profits for other than these purposes must be submitted to the General officer commanding for his decision.

Restrictions
on expendi-
ture.

92. Canteen profits are not to be applied to the conveyance of families, baggage, or regimental stores; the provision of articles of regimental clothing or equipment; prizes for shooting; cultivation of soldiers' gardens; the hire of cricket-grounds; harmoniums, organs, church decorating, or anything connected with religious services, or charities or institutions of any kind (except such as are established for the benefit generally of the troops or their families); or to defraying the cost of anything provided by Government.

Purchase of
articles.

93. Officers, non-commissioned officers and men, and their families only, will be allowed to purchase articles from the canteen, and they are restricted to their own canteens, except as regards such articles as may be consumed on the spot in other canteens. Everything will be paid for in ready money, with the exception of the articles in mess pass-books, or for sergeants' messes, which may be paid weekly. Nothing is to be allowed to be taken out of barracks to officers or men unless on written requisition. Malt liquor may be taken from the canteen to the barrack-rooms for the men's consumption at dinner.

Articles pro-
cured from
canteen not to
be retailed.

94. Any soldier detected retailing, or purchasing on commission, any article obtained at the canteen will be severely punished; and, at the discretion of the commanding officer, he may be debarred the use of the canteen. The retailing or purchasing on commission of articles obtained at the canteen by a soldier's wife or any member of his family is positively forbidden. Any infraction of this rule will debar the family from the use of the canteen. Should any unusual quantity of articles be purchased by any one soldier from the canteen the commanding officer will make the matter the subject of immediate inquiry.

Visiting
canteen.

95. The canteen is to be frequently visited by a member of the canteen committee, by the commanding officer, and by the orderly officers, to see that no irregularity takes place. A medical officer should also be instructed to visit the canteen occasionally, and to ascertain the quality of the articles sold.

Local
inspectors.

96. At stations in the United Kingdom local inspectors of weights and measures are to have access to canteens for the purpose of examining the weights and measures; but they are not to be permitted to remove any of the articles examined,

CANTEENS—*continued.*

without the sanction of the Secretary of State for War, to whom their report of any cases of defects that they may find should be addressed.

97. After a corps has received a notification that it is about to quit a station, the canteen stock will be kept as low as possible, and it should not, as a rule, even at foreign stations, at any time exceed 200*l.* in value. Commanding officers will send on either their canteen sergeant or an assistant to the station whither the corps is to move, in order that he may take over from the outgoing corps any available stock on hand. Arrangements should however be made, when practicable, with the local contractor to receive back at the cost price of the articles all undamaged goods supplied by him. Any expense caused by the transfer or taking over or breaking up of a canteen is to form a charge against the canteen fund.

Disposal of stock on relief.

98. If the corps moving is not likely to be relieved by another, similar arrangements should be made with the local contractor for the disposal of the surplus stock on hand. The canteen committee may, with the sanction of the commanding officer, make their own arrangements for the disposal of any remainder.

When not relieved.

99. It is considered that no advance of public money—except for the provision of the bar-stock—will be necessary to commence the operation of this system of conducting regimental canteens, as no difficulty should be experienced in obtaining monthly supplies of articles, and paying for them as they are consumed. Probably, however, as the funds begin to accumulate, it will be found more expedient and economical to pay for articles immediately on delivery.

Advances not necessary.

III.—LIBRARIES AND RECREATION-ROOMS.

100. Garrison libraries and regimental recreation-rooms have been established at the principal barracks throughout the United Kingdom and the colonies, and are open to the troops on payment of a very small subscription. Their object is to encourage the soldiers to employ their leisure hours in a manner that shall combine amusement with the attainment of useful knowledge, and to teach them the value of sober, regular, and moral habits.

Their object.

101. For the maintenance of the libraries, and in aid of the regimental recreation-rooms, a sum is granted as laid down in Army Regulations. The books purchased out of this grant, in the manner hereinafter stated, will belong to the library of the station, but the periodicals, newspapers, and games purchased will become the property of the corps.

Government grant.

102. The proceeds of the above grant, and of the subscriptions to regimental recreation-rooms are to be appropriated by the regimental committee referred to in para. 128, with the approval of the commanding officer—subject to the following

Disposal of grant.

Section XV.

Barracks.

LIBRARIES AND RECREATION-ROOMS—*continued.*

conditions, viz., that in addition to the sums required towards the pay of the garrison librarian, not less than five shillings per troop, battery, or company be appropriated quarterly, in advance, for the purchase of new books for the library of the station, for the necessary expenses of stationery and binding, and for the repair of books injured by fair wear. This contribution is due in full on the first day of the quarter from each troop, battery, and company in garrison on that day; and will be paid to the commissariat officer in charge of the barracks, for disbursement by him on requisitions of the garrison library committee, countersigned by the officer commanding at the station.

Detachments.

103. When troops or companies are detached the contribution of 5s. per quarter is to be paid by such detachments to the library of the station at which they may be serving, and not to the library at the head-quarter station. When, however, a troop or company is detached at a station where there is no garrison library the contribution of 5s. per quarter will be paid to the library of the station where the head-quarters of the corps is serving; the reading-room of the detachment being supplied with books from that library, and the cost of carriage between the two stations being defrayed from the recreation-room funds of the detachment. Such detachment will also contribute its quota towards the pay of the garrison librarian of the station from which the books are received.

Artillery
and engineer
library.

104. At stations where artillery and engineer libraries are in existence, the contribution of 5s. per battery or company is to be made to the regimental and not to the garrison library. At such places the artillery and engineers will not be permitted to make use of the garrison library; but at other stations those corps will be placed on the same footing as all other branches of the service, and the sum of 5s. per quarter will be paid out of the allowance of each battery or company towards the support of the garrison library, whether the men do or do not avail themselves of the books.

Garrison
library a
central depôt.

105. The garrison library, which is under the general supervision of the Director-General of Military Education, constitutes a central depôt, from which books are issued to the several regimental recreation-rooms, according to the regulations hereinafter stated. Library books are available to the subscribers to the recreation-rooms, without further charge. The books are also available to officers (on subscribing 1s. per month); and to others employed in the departments of the army, on payment of subscriptions as specified in para. 126 of this Section. The libraries are to be used as reading rooms only by those subscribers who wish to consult books of reference which cannot be circulated generally.

Garrison
library com-
mittee.

106. Where there is more than one corps at a station a garrison library committee is to be formed, consisting of such number of members of the regimental committees as the officer

LIBRARIES AND RECREATION-ROOMS—*continued.*

commanding at the station shall determine. This committee is to meet at least once in each quarter; to compare the lists of books proposed by the several regimental committees to be purchased, reducing those lists if necessary; and to submit their final recommendation for the approval of the officer commanding at the station. The committee is also to examine the quarterly reports and statement of accounts prepared by the librarian previous to their being laid before the quarterly board of officers and submitted to the General officer commanding.

107. Commanding officers will take care, when sanctioning the purchase of new books, that a reasonable proportion of works of an instructive as well as of an interesting character, such as histories, travels, and general literature, are obtained. No works of an immoral tendency, or of a political or controversial character, can in any case be sanctioned. Any books which, after purchase, shall be found to be unfit in any respect for circulation, are to be condemned by order of the officer commanding the garrison, and handed over to the commissary of barracks, for the purpose of being forwarded to the Stationery Office as unserviceable; and the corps, out of whose funds they may have been provided, is to be required to supply other works of equal value. Purchase of books.

108. No donation of books for libraries is to be accepted until they shall have been approved by the officer commanding at the garrison or station. Donations of books.

109. With a view of rendering the books contained in the military libraries available for the use of the sick in hospital, commanding officers and chaplains to the forces are, without payment of a subscription, to be permitted to take such works out of the military library at their station as they shall require for this purpose. The volumes so taken out are to be returned at the proper time, and the soldiers in whose hands they are placed are responsible for their preservation in the same manner as subscribers. This privilege is not to deprive individuals who are not in hospital of the use of a fair proportion of the books when they desire it. Books for hospitals.

110. In a similar manner schoolmasters are to be allowed to take out, without payment of fees, such works of reference as they may require to assist them in preparing lectures for delivery to the troops; the schoolmasters being held strictly responsible for the safe return of the same. Books for preparation of lectures.

111. An officer of the troops, not under the rank of captain, accompanied by the quartermasters of the different corps in garrison, is to make a minute monthly inspection of the library books not then in circulation, for the purpose of ascertaining the losses sustained, and damage done, during the month immediately preceding, and of assessing the charges for the same. At the quarterly inspection, and at every movement or interchange of troops, the commissariat officer in charge of barracks Damages.

Section XV.

Barracks.

LIBRARIES AND RECREATION-ROOMS—*continued.*

may join in the inspection of the books. In every case in which a single volume belonging to a set is lost or injured, unless the work be one of which the volumes are procurable separately, an amount, to be adjudged by the library-committee and sanctioned by the commanding officer is to be charged against the soldier. All damages to, and deficiencies in, books, discovered by an incoming corps, are to be charged against the corps relieved, the latter being required to leave the books in the same order in which they received them.

How
recovered.

112. Statements of the charges assessed are to be attested by the signature of the commissariat officer and of the officer who assists him at the quarterly inspection. In the other months the inspecting officer will attest the charges. These statements will be transmitted by the commissariat officer to the paymasters of the corps and dépôts, with a view to the amount being recovered from the non-commissioned officers and men at their next settlement. Should the commissariat officer and the officer commanding disagree as to the amount to be charged to the troops, the same course is to be adopted as for barrack-damages under similar circumstances.

Fair wear and
tear.

113. No charges are to be made for damage arising from fair wear and tear; and the inspecting officers above referred to may exercise their discretion in awarding the charge to be made against a corps for the loss of or damage done to a book whenever it shall be satisfactorily shown that it has been the result of accident and not of design; in the latter case the full amount of damage is to be recovered from the soldier committing it. All repairs required for the books owing to fair wear and tear, are to be reported quarterly to the commanding officer, who will authorise the same to be carried out under the direction of the commissariat officer, at the expense of the library fund.

Books con-
demned as
unserviceable.

114. Books belonging to garrison libraries, condemned by Quarterly Boards of officers as unserviceable, will be sold on the spot, and the proceeds of such sales will be credited to the garrison library fund. The library committee, under the authority of the General or other officer commanding the district or station, will, without previous reference to the War Office, take the necessary steps to dispose of such books to the best advantage; but the conditions of each sale will be recorded, and the amount realized accounted for, in the next quarterly statement of accounts rendered. Lists of all books so disposed of will also be furnished with the annual reports, for the information of the Director-General of Military Education.

Duplicate
copies of
books.

115. Duplicate copies of books in a serviceable condition, if not required in the library at one station, are not to be sold, but transferred, under proper authority, to that of another. On no account should any sale take place at stations within the command of a General officer without his authority having been first

LIBRARIES AND RECREATION-ROOMS—*continued.*

obtained. A copy of the instructions contained in this and the preceding paragraph will be hung up in a conspicuous place in every library, and the attention of the quarterly boards of Officers and of the garrison library committees is to be drawn to them by the librarian at each quarterly or intermediate inspection.

116. On a corps quitting a station, all books are to be returned to the library, and all accounts connected therewith settled three days before the departure of the regimental headquarters. Army Forms N 1489, and N 1530, are to be carefully filled up, and a copy filed and left in the library, or (if the station is left vacant) with the commissariat officer in charge of barracks. Should a corps quit a station suddenly, the same course is to be adopted as for barrack-damages under similar circumstances. In all cases of a station being vacant on quarter-day, the commissariat officer is to bring the circumstance to the notice of the Director-General of Military Education, forwarding at the same time to the Secretary of State for War a certified copy of the report (Army Form N 1489), and statement of accounts (Army Form N 1530), left by the corps which last occupied the station.

Transfer of
books, &c.

117. A garrison librarian, permanent or acting, will be appointed at stations occupied by troops; he is to conform to all orders with respect to his duties which he shall receive from the officer commanding at the station. Should a station be unoccupied by troops the library is to be under the care of the commissariat officer in charge of barracks; and if a pensioner-librarian be employed he is to be under the orders of that officer. Applications for information relative to the appointment, pay, and allowances of pensioner-librarians are to be addressed to the Director-General of Military Education.

Garrison
librarian.

118. At stations to which no pensioner-librarian has been appointed, the officer commanding is to select a trustworthy non-commissioned officer to perform the duty of librarian. Such non-commissioned officer is to receive an allowance of 6*d.* per diem, defrayed out of the recreation-room funds of the several corps at the station, in proportions to be fixed by the garrison library committee. Should there be only one corps at the station, this non-commissioned officer may also be required to take charge of the regimental recreation-rooms, without further remuneration; but where there is more than one corps, the offices in question must be kept distinct. At very small stations the salary—which is in no case to exceed 6*d.* per diem—may be reduced at the discretion of the officer commanding, according to the number of troops or companies; and when the garrison is a mixed one, there should be only one librarian to act for all.

N.-C. O.
as librarians.
Pay of.

119. The garrison librarian is to appear in uniform when on duty, and is at all times to present a clean and respectable appearance, as well as to have the library and his own quarters in

Duties of
librarian.

Section XV.

Barracks.

LIBRARIES AND RECREATION-ROOMS—*continued.*

perfect order. He is to attend at the library at such hours as the commanding officer may direct, to receive and exchange books; and to see that the books and other public property in his charge are not misused. It is his duty to call attention to any unusual detention of books by a corps, and to take instructions as to the time to be allowed for the retention of a volume by any corps when the demand for the book renders it necessary to limit such time. He is to prepare the annual reports, and the quarterly statement of accounts at the end of each quarter, and to see that the titles of all books added to the library during the quarter, as well as of those lost or condemned, are correctly stated.

Librarian's
quarter.

120. Where the construction of the barrack admits of it, a room—adjacent to the library, if practicable—will be appropriated permanently as a librarian's quarter. The librarian is not, under any circumstances, to make use of the library as a private quarter.

Quarterly
boards.

121. A garrison board of officers—consisting, where practicable, of one captain, one subaltern, and the commissariat officer in charge of barracks, when his services are available—will be assembled immediately after the close of each quarter, to verify the library accounts and the number of books in charge.

Quarterly
statement of
accounts.

122. The quarterly statement of accounts is to be prepared in duplicate (on Army Form N. 1530), and addressed to the General officer commanding the district, who, as soon as the whole are received from the different stations, will cause one copy of each to be forwarded to the Secretary of State for War. These statements will be prepared at the end of each quarter, whether it has been practicable to assemble a board or not. In the latter case they will be signed by the president of the library committee and by the commissariat officer. In all cases correct copies are to be filed by the librarian and kept in the library for future reference.

Certificates
to quarterly
reports.

***123.** The quarterly boards on libraries will append to their reports a certificate to the following effect:—

- 1st. That the catalogues are legible and perfect in every respect.
- 2nd. That the numbers on the backs of the books correspond with those in the catalogue.
- 3rd. That the names of all missing and condemned books have been erased.
- 4th. That those of all books received since last report have been added.

The names of all new books are to be entered before being taken into use, and all alterations in the catalogue are to be authenticated by the signature of the president of the board.

Inspecting
general's
report.

124. General officers at their periodical inspections of the troops are to report upon the state of the different libraries and

***NOTE.**—A Report upon each Garrison Library prepared on Army Form N. 1489 will be furnished annually to the Director-General of Military Education as soon as possible after the sitting of the Quarterly Board at the close of the year.

LIBRARIES AND RECREATION-ROOMS—*continued*.

regimental recreation-rooms within their commands, as well as on the degree of attention paid to them by the librarians; submitting at the same time such suggestions as may be deemed necessary for their improvement. See Section 21, para. 42.

Regimental Recreation-Rooms.

125. Suitable apartments are appropriated and properly fitted-up for recreation-rooms in the quarters of every corps, and are supplied with fuel and light. A reading-room will be provided, when possible, for a detachment. At stations where there is accommodation for only one corps the recreation-room will serve also as the library. Where the construction of the barracks admits of it, there are to be two recreation-rooms for each corps, which will be specially furnished by the Government and placed under the charge of the regimental librarian. One of them to be used as a reading-room, the other as a room for games. Where only one room can be spared, it is to be used for both purposes. A coffee-bar for refreshments will be fitted up when practicable.

Rooms allowed.

126. The recreation-rooms are open to all non-commissioned officers and soldiers of the corps, who are subscribers. The subordinates of the civil and military departments at a station may be admitted as honorary members on the invitation of regimental committees and with the sanction of commanding officers. The amount of subscription will be fixed by the regimental committee, subject to the approval of the commanding officer, but is in no case to exceed the following rates, viz. :—

Subscribers.

For a sergeant	-	-	-	-	0s. 6d. per month.
„ corporal	-	-	-	-	0s. 4d. „
„ trumpeter, drummer, or private	-	-	-	-	0s. 3d. „

These subscriptions will be collected from subscribers by the paymasters attached to the corps.

127. All payments are to be made by the regimental paymaster, on the requisition of the regimental committee, countersigned by the commanding officer, who may, at his discretion, appoint an officer as treasurer to receive over from the paymaster and apply the sums from time to time required. The special attention of commanding officers is drawn to the expediency of always providing for the safe custody of the funds of the recreation-room.

Charge of funds.

128. For the management of the regimental recreation-rooms a committee is to be formed. The president is to be appointed by the commanding officer, and is not to be under the rank of troop sergeant-major or colour-sergeant. The members are to be elected annually by the subscribers and are to consist of non-commissioned officers and privates, in such proportions as the commanding officer shall determine. The duties of the regi-

Regimental committee.

Section XV.

Barracks.

LIBRARIES AND RECREATION-ROOMS—*continued.*

mental committee are, to superintend the regimental recreation-rooms as regards management and expense; to recommend for the approval of the commanding officer the books to be purchased for the library of the station, and the periodicals, newspapers, and games for the recreation-rooms; and, as far as possible, to carry into effect the wishes of the subscribers.

Regimental
librarian.

129. A regimental librarian is to be appointed in each corps. He is to have charge of the recreation-rooms, and is to be paid such remuneration—provided out of the recreation-room funds—as the regimental committee shall, with the approval of the commanding officer, determine. It is to be his duty, in addition to the maintenance of order, regularity, and cleanliness in the recreation-rooms, to obtain from the garrison library, at such times as shall be fixed upon by the commanding officer of the station, the books required for the use of the subscribers, and to return to the library those which are no longer required, reporting to the regimental committee any damage done to the books, and by whom.

Duties.

Circulation of
books.

130. Books received from the garrison library are to be circulated by regimental librarians amongst subscribers, under regulations drawn up by regimental committees, and sanctioned by commanding officers. These books, when no longer required, are to be returned to the garrison library.

Newspapers.

131. No newspapers or periodicals are to be admitted into any recreation room without the sanction of the commanding officer.

Smoking and
refreshments.

132. Smoking may be allowed in the recreation-rooms, subject to the approval of commanding officers; and arrangements may also be made for the supply of tea or coffee, or other refreshments, at a regulated price; but the introduction of wine, beer, or spirits, under any pretence, is strictly prohibited.

Extra hours.

133. The recreation-rooms may be kept open till 10.30 p.m. in summer (April to September), for men who have received leave specially from their commanding officers to attend after tattoo.

Games.

134. Games, furniture, and utensils, which are supplied at the public expense, on the requisition of commanding officers, are to be considered as barrack-stores, and are to be dealt with as such.

IV.—CHURCHES AND CHAPELS.

Erection of
monuments or
memorials.

135. No monument or memorial of any kind is to be erected in any garrison church or chapel without the design having been first submitted for approval, and the sanction of the Secretary of State for War obtained. Such sanction will only be given (except in very special cases) when the officer whose memory it is proposed to perpetuate shall have been on full pay on duty at the station to which the church or chapel belongs, at the time of his death.

Barracks.

Section XV.

CHURCHES AND CHAPELS—*continued.*

136. No monument or memorial exceeding 288 square inches, exclusive of a 2-inch margin all round for mounting in the case of brasses, is to be erected to the memory of any officer, except under special circumstances; each case to be specially reported, and decided upon its merits.

Dimensions of monuments.

137. Any monument or memorial executed without sanction having been previously obtained, or the design having been approved, must be at the risk of the persons who order the work to proceed without first complying with these regulations.

Erection to be previously sanctioned.

138. Applications in respect to memorials intended to be placed in the military churches at Woolwich and Wellington Barracks, London, will be specially considered.

Special cases.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION XVI.—MOVEMENT OF TROOPS BY LAND.

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- I.—Marches.
II.—Baggage.
III.—Movements by Railway.
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I.—MARCHES.

- | | |
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| Discipline on the march. | 1. There is no occasion on which the discipline of a corps is more conspicuous, nor on which the attention and vigilance of every officer in maintaining order and regularity are more especially requisite, than upon the line of march. |
| Order of march. | 2. Officers of all ranks must be sensible of the importance of preserving the compact order of a column of march, by not allowing irregular intervals, straggling, or falling-out, except during periodical halts; these should be frequent, and at a distance from public houses. |
| Discretion allowed to commanding officers. | 3. It is not expedient that rules should be so rigidly laid down as not to leave the exercise of a just discretion to the commanding officer; but such officer, when departing from general instructions, must be prepared to show that he has either been compelled to do so by force of circumstances, or has done so for some obvious advantage to the service. |
| Importance of early marching. | 4. It is most important that all marches should commence as early in the morning as practicable. As a rule, troops should move at daybreak, and, in sultry weather, even before daybreak. The march need not then be hurried; the proper halts may be observed, and the heat of the day avoided. A halt on the road for breakfast will still admit of the march being completed in time to afford the men leisure for rest and dinner, and enable them to clean themselves, their arms, and accoutrements before the evening parade. The officers also have time personally to visit the billets of their men, and, in a mounted corps, the stables of the troop-horses; a duty which should never be neglected. These obvious advantages are lost by late marching; but there may still arise, occasionally in peace, frequently in war, circumstances to justify it, wherein the discretion of the commanding officer must be used. |
| Occupations after a march. | 5. After a march, the men are to occupy themselves in putting their arms and appointments in complete order, and in attending to their horses, if a mounted corps; and are not to leave their quarters until they are enabled to appear, in every respect, correctly dressed. An evening parade on the march or inspection in billets is on no account to be dispensed with, if the weather permits. |
| Alarm-post. | 6. Although a corps or a division may remain for only one night in a quarter, an alarm-post or place of assembly is |

Movement of Troops by Land.**Section XVI.****MARCHES—continued.**

invariably to be established in some central position, and the non-commissioned officers and men are to be made acquainted with it.

7. When troops are quartered in towns, the officer who draws the billets is to take care to assort them so that the men of each troop or company are kept together as much as possible, in order that the officers and non-commissioned officers may more readily perform the duty of continual superintendence, which is never to be dispensed with under any circumstances. It is also important that the officers should be quartered as near as possible to their men. Billets.

8. When soldiers on the march from one station to another, or awaiting embarkation at a port, are quartered in barracks instead of being billeted, and there is no available accommodation in the barracks for the officers accompanying the troops, billets should be drawn on the "*Route*" for such officers, as their hotel expenses will not be allowed. Billets for officers only.

9. Commanding officers are to see that small parties or single soldiers, when detached on particular service and quartered in billets, are provided with sufficient money to pay for the same; and all non-commissioned officers in charge of small parties, as well as soldiers travelling singly, will be held strictly responsible for the payment of their billets before leaving, as required by the Army Discipline and Regulation Act, 1879. When proceeding to a military station on temporary duty, non-commissioned officers and men of all corps are to be attached to the troops for quarters and rations. Billets for small parties.

10. A staff-sergeant having been appointed to superintend and provide quarters for individual soldiers, escorts conducting prisoners, and parties detained in London on duty, all non-commissioned officers and soldiers necessarily detained for this purpose (except those belonging to the Household Troops) should, before leaving their corps, be directed to report themselves, immediately on arrival in London, to the garrison sergeant-major at St. George's Barracks, unless otherwise ordered. The Underground Railway may be made use of at all times by escorts and small parties proceeding through London under a *Route*. Men detained in London.

11. Advance- and rear-guards are always to be formed. The rear-guard will bring up any men found on the line of march who have fallen-out from their companies. Advance- and rear-guards.

12. No man is to quit the ranks on the line of march on any account, without permission from the officer commanding the company. Any man who is obliged to fall-out from illness or inability to keep up will be given a ticket by his officer, stating the cause of his falling out. Should a man require to temporarily quit the ranks from any cause other than illness or inability to keep up, he will leave his arms and pack to be carried by the section to which he belongs, and he need not be given a ticket. Men to whom tickets have been given, and

Section XVI.

Movement of Troops by Land.

MARCHES—*continued.*

who rejoin their company before the end of the march, will deliver up their tickets immediately on rejoining.

Making
known move-
ments.

13. On active service, movements of troops or dispositions of march are not always to be put in orders, but may be delivered to such persons only as they concern.

Notices to
Commissariat.

14. With a view to ensure prompt arrangements being made by the commissariat department for the supply of rations to troops under orders to move, the officer commanding any body of troops moving is, immediately on receiving the order to march, to forward a notice (on Army Form F. 748, late W. O. Form 696) to the district commissariat officer. When the troops are moving out of the district, this notification is in like manner to be made to the commissariat officer of the district which the troops are leaving, as well as of that to which they are proceeding. Any alteration in the date of movement after the notice has been sent by the commanding officer is to be immediately notified to the commissariat officers concerned.

Armed parties
detached.

15. No armed party consisting of more than twenty men is to be allowed to proceed on any duty unaccompanied by an officer. Whenever armed parties are called out for the performance of any unusual duties, commanding officers are personally to ascertain that the officers in charge are fully acquainted with all orders and directions that bear on the service they may be called upon to perform. All detachments of cavalry of 50 men or upwards, are to be attended by a farrier or qualified shoeing-smith.

Medical
officers for
detachments.

16. Whenever detachments are composed of 200 men or upwards, a medical officer is to accompany the party. On particular duties, the attendance of a medical officer may be requisite with smaller detachments. The medical officer detailed to accompany a detachment is in all cases to be added to the route upon which the troops proceed, and his travelling expenses charged on such route. When proceeding coastwise on board ship, detachments of 50 or upwards are to be accompanied by a military medical officer, except for short voyages in the United Kingdom on board H. M. troop-ships, when detachments of troops in *full health*, in numbers not exceeding 100 officers and men with their families, will be in the professional charge of the naval medical officer on board.

Detachments
not having
medical
officers.

17. Officers commanding detachments not having a medical officer attached are, immediately on arrival at their stations, to inquire whether there are any means of obtaining assistance from an army medical officer in the vicinity. It is only in cases where such aid cannot be obtained that they are to have recourse to civilian medical practitioners under the provisions of the Royal Warrant relating to Pay, &c. [Army Regulations, Vol. I.]; and then a special report is to be made to the officer commanding the regiment or battalion, and by him transmitted to the Director-General of the Army Medical Department.

Movement of Troops by Land.

Section XVI.

MARCHES—*continued.*

18. When a medical officer is temporarily attached to a mounted corps for duty on the line of march, the commanding officer is to provide him with a troop-horse. A billet is at all times to be drawn for him as in the case of regimental officers.

Staff medical officers.

19. Orders for the march of troops are conveyed by means of "Routes," the receipt of which is to be acknowledged by return of post. Routes are not issued to individual officers proceeding without troops. Care should be taken to prevent a route becoming so much defaced or torn as to be illegible. As a rule, at home, no man of any arm of the service is to be moved before the requisite route is obtained, application for which can, if necessary, be made by telegraph. In a case, however, of extreme emergency, when a non-commissioned officer or soldier has to be sent without a route, a covering route should be immediately applied for.

Issue of routes.

20. General officers commanding districts in Great Britain and Ireland are authorised to issue routes for the removal from civil and military prisons of prisoners belonging to corps in their command, whether the prison be in their district or not; and officers commanding corps will be held responsible that application is made by them to General officers commanding districts for the routes required for men returning to duty from imprisonment, in sufficient time to prevent the men being detained at the prison after the expiration of their sentences. General officers commanding districts are authorised to give routes also for the proceeding of court-martial witnesses, both in and beyond stations in their commands; also for escorts. Care will be taken that men are ordered to proceed by the most economical route consistent with the nature of the duty to be performed.

By General officers commanding.

21. Duplicates or copies of routes are not to be furnished by General officers commanding in cases where the originals may have been lost or mislaid, but when application is made for such duplicates or copies to serve as vouchers for paymasters' accounts, a memorandum (not on the printed form of route) may be furnished in each case, setting forth full particulars of the orders inserted in the original route.

Duplicates of routes.

22. Whenever an officer receives a command to join his corps, or to proceed on any duty, he is to lose no time in carrying out his orders, but will make his way by the most expeditious route to his destination. In all cases where any unnecessary delay takes place in the arrival of the officer (whether entitled to travelling expenses or not), a special report of the circumstances is to be made to the Adjutant-General by the commanding officer of the regiment or station to which the officer belongs.

Officers travelling on duty.

23. Officers who travel on duty by railway, and claim to be charged at the reduced scale of fare, are to produce to the booking-clerks at the station whence they are proceeding, if required to do so, a certificate or order from their respective commanding

Reduction of fare by railway.

Section XVI.

Movement of Troops by Land.

MARCHES—*continued.*

officers, or from higher authority, to show that they are entitled to the reduction of fare which they claim. Officers and soldiers are not, however, at liberty to travel by "limited mail" trains, unless they pay the full fare. Commanding officers are to take care that soldiers, when proceeding on duty, shall travel only by ordinary trains, unless special orders to the contrary are given.

II.—BAGGAGE.*

Mess property.

24. When a corps receives orders to move from one station to another, a sufficient quantity of mess property is to be carried with the corps to enable the officers to subsist themselves until the day of departure from the old, and on the day after that of arrival at the new quarters.

Baggage-guard.

25. Each corps is to furnish its own baggage-guard on the line of march, and to be responsible for the safety of its baggage. The officer in charge of the baggage-guard is to tell off his men to the several wagons, and to make them accountable that nothing is removed. The men of the guard are never to put their arms on the wagons, but are to march by the sides with bayonets fixed. In the case of hired transport the officer is responsible that the drivers and horses are not ill-used, and that nothing is required of them to which they are not bound by Act of Parliament or previous agreement to perform. At night when the baggage is not unloaded, the wagons are to be parked so as to occupy as little space as possible, and placed under the charge of sentries.

Impressment of wagons.

26. When corps are moved from one station to another on home service, and no army transport is available, commanding officers are to be careful to take steps, to the full extent of the powers conferred upon them by the Army Discipline and Regulation Act, for the impressment of wagons for the conveyance of baggage to or from the barracks, wharf, or railway station. An officer or non-commissioned officer is to be sent in advance of troops ordered to move, in order that he may procure carts and wagons for the transport of the baggage on the line of route, and more especially between railway stations in London. With this view he should apply to the nearest police station.

Loading and unloading of wagons.

27. The drivers of the Commissariat and Transport Corps are to have nothing to do with loading or unloading the wagons; the whole of the labour required is to be furnished by the troops. Commanding officers are therefore, on the arrival of the train, immediately to detail fatigue parties under regimental officers for that purpose; and departmental officers will also make immediate arrangements for carrying out that duty, as far as their departments are concerned. The method of packing as

* See also sec. 17, paras. 33-49.

Movement of Troops by Land.

Section XVI.

BAGGAGE—*continued.*

well as the size and weight of the articles to be carried on each wagon, pack animal, &c., &c., should be decided by the officer in charge of the transport, and the work performed under his superintendence.

28. When the squadron cart of a cavalry regiment is used with a single troop on the line of march, for the conveyance of officers' light baggage, spare saddles of sick horses, and articles belonging to the farriers' work, the entire load is not, under ordinary circumstances, to exceed 10 cwt. Each officer will be allowed to take in the cart 80 lbs. of light baggage. When the cart moves with the head-quarter troop, and on all occasions when the cart accompanies a squadron, the load is not to exceed 15 cwt.

Squadron cart
on line of
march.

In quarters the cart will only be used for such purposes as shall be considered strictly military services. It will on no account be used in the conveyance of baggage belonging to individuals, upon services connected with the officers mess, or upon any other work not absolutely included under the head of regimental transport.

In quarters.

29. Care must be taken by all departments that the transport is not unnecessarily detained; and any complaint on this point is at once to be brought to the notice of the General officer in command.

Detention of
transport.

30. The troops on home service are to be practised in route-marching during the winter months, in marching order; care being taken that every man parades with his full kit. The total length of march is not to be less than 8 or 10 miles. The march is to take place after the men's breakfasts, or about 9 o'clock, so as not to interfere with the regular dinner hour. Every available soldier is to be in the ranks.

Marching-out
in winter.

31. General and other officers commanding will take measures to render the winter route marches thoroughly effective and instructive both to officers and men. These parades should take place not less than once a week, and be conducted strictly according to the rules for route-marching contained in the book of "Field Exercise." The distances prescribed for these marches are calculated to habituate the men to carry their packs through an ordinary day's march without falling out or suffering undue fatigue.

Route-march-
ing to be made
effective.

32. The greatest attention should also be paid by commanding officers and captains of companies to the state and proper fitting of the men's boots; especial care being taken that boys and growing lads are not allowed to wear boots of too small a size. On the line of march the men should always be made to wash their feet daily, and to soap their feet or the inside of their socks before starting.

Fitting of
boots.

Section XVI.

Movement of Troops by Land.

III.—MOVEMENTS BY RAILWAY.

(a)—GENERAL INSTRUCTIONS.

Notice to station masters.

33. When troops are ordered to move by railway, a statement of the number of officers, men, families, horses, guns, &c., and the quantity of baggage to proceed by the train is to be furnished by a staff officer if there is one—if not, by the commanding officer—to the station master one day before the date of departure. Two days' previous notice should be given when conveyance is required for any large number of troop horses. On home service arrangements for the movement of bodies of troops exceeding 50, are usually made by the Quartermaster-General, in direct communication with the several railway companies.

Time for families to be at station.

34. The women and children must be at the station half-an-hour before the time named for the departure of the train; a non-commissioned officer, furnished with a nominal list, will have charge of them, with orders to see them placed at once in their carriages. The sick (under a medical officer), if ordered to move with the corps, will be at the railway station at the same time.

Assistance to railway authorities.

35. No persons unconnected with troops being admitted to the railway platforms when special trains conveying troops arrive at or depart from a station, officers commanding are to render any assistance in their power to the railway officials in making this rule observed.

Light baggage.

36. A small quantity of "light baggage" may be taken in the train conveying the troops. When available, conveyance for this baggage to and from the station is to be provided by the Commissariat and Transport Corps. The baggage is to be at the station at the same time as the women and children; the officers' servants will accompany it as a guard, and, as soon as it is placed in the train, will enter the carriages allotted to them.

Heavy baggage on home service.

37. Corps make their own arrangements for the conveyance of the heavy baggage on home service. Commanding officers are cautioned against allowing the statutory rate for conveyance of baggage by railway, viz., 2*d.* per ton per mile, to be exceeded.

Party to be sent on to mark carriages. Inspection of cattle trucks.

38. An officer accompanied by a non-commissioned officer from each squadron, battery, or company will precede the troops, and, in concert with the station-master, will label or mark off, with a piece of chalk, on the footboard of passenger carriages, and in a conspicuous place on the side of the cattle trucks and horse boxes, the troop, battery, or company allotted to them, and the number of men or horses each will hold. The

Movement of Troops by Land.

Section XVI.

MOVEMENTS BY RAILWAY—*continued.*

bottoms of cattle trucks should be carefully inspected the day before being used for the conveyance of horses, as accidents are likely to arise from the planks being unsound.

39. The arrangement of the various carriages and trucks in all trains required for the conveyance of troops will be left, as a general rule, to the railway authorities, acting in concert with Staff and Commanding officers.

Arrangement
of trains.

40. As a rule the compartments of railway carriages intended for 10 ordinary passengers are to be allotted to eight soldiers with their arms and accoutrements, and those for eight passengers to six soldiers. Saloon carriages will hold 32 or 40 soldiers, according to their size. Each troop, battery, or company will be told off in sections corresponding with the capacity of the carriages provided, each section to include a non-commissioned officer, or "old soldier."

Number of
men in car-
riage.

41. When the troops are ready to enter the carriages, the seats will be filled from the furthest side in succession, the men facing each other as they take their places; each man will then stow away under his seat his cloak, great-coat, or valise, &c.; he will retain possession of his carbine or rifle, unless the Commanding officer should think fit to allow the arms to be placed upon the cloak or great-coat or valise under the seats when this can be done; the arms are never to be laid on the floor of the carriage.

Entering Car-
riages.

42. On long journeys, when it is intended to halt for refreshments, an officer and non-commissioned officer should be sent forward, when practicable, to make the necessary preparations for what the troops may require, and to have buckets and a supply of water ready for watering the horses; they must be furnished with a statement of the number of persons who require refreshments, and the nature of the articles they require.

Halting for
refreshment.

43. A report of the departure of the train should in all cases be made, by telegraph, to the place where the troops are to halt for refreshment, and also to the place of destination.

Report by
telegraph.

44. When the train is ready to proceed "*Attention*" will be sounded. Silence must be maintained until the train moves off, no shouting to be allowed, and no man is to put his head out of a window or leave a carriage without permission, or get out on the reverse side of the train, except when ordered by his officers, or requested by the railway officials to do so.

Starting.

45. On arrival at the place agreed upon for the train to halt, the officers will get out and go to their companies' carriages. Sentries from the quarter-guard will be posted to prevent the men from straggling, or getting out at the wrong side of the train. When these arrangements are completed the "*Halt*" will be sounded, and those who require to do so will get out of the train, leaving their arms in the carriages.

Halting on
the railway.
Getting out.

46. In cases of accidents the officers will proceed at once to

Accidents.

Section XVI.

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—*continued.*

their companies' carriages, and see that the men retain their seats until ordered to descend. It is in such cases above all necessary to maintain order: no efficient aid can be secured without it, and all must work under some supreme direction.

Getting in.

47. When it is time to proceed, the "*Close*" will sound, on which the men will all return to their carriages; the officers will see that their men are all present, and having so reported to the commanding officer, the serjeant of the guard will be ordered to withdraw the sentries and return to his carriage. Lastly, the officers will get in, and the commanding officer will give directions that the train may proceed.

Feeding horses on journey.

48. When it is intended to water and feed the horses of mounted corps during a halt, the "*Feed*" will be sounded, when the men will get out of their carriages and proceed at once to the trucks containing their horses, water in buckets having been provided by previous arrangement; one man will then get into the truck, and water each horse in succession, the buckets being passed to him from the outside. The horses may then be fed with corn from the nose-bag in the usual manner.

(b)—CAVALRY.

Arrival at the station.

49. On arrival at the station the men will dismount, each man taking nothing but his carbine, except when the cloak is required for wear, and they will then be told off as laid down in paragraph 40 of this section. Having deposited their accoutrements on the spot selected, and in the same order in which they stood in the ranks, they will be told off into sections of seven or eight horses according to the capacity of the trucks.

Loading of horses.

50. The sections will be numbered off from the right of the squadron, and they will afterwards file from the most convenient flank, each halting opposite the truck marked with the number of the section. A quiet horse should be selected to go in first, followed by No. 1 of the front rank of each section, and then his rear rank man. Should a horse be very restive, backing him in will generally succeed.

How secured.

51. As a rule the first horse is to be led in and secured to the opposite side of the carriage, by the bridoon reins and the head collar chains, either to a ring placed for the purpose, or to the bars of the truck. The other horses will follow in order, each man taking off the bridle bit, hanging it round the horse's neck, and leaving the truck the moment he has secured his horse. The horses' heads, when it is possible, should be placed facing away from the second line of rails, as the horses are easily frightened by trains and engines passing. The moment the last horse is in, the door must be at once shut, and the fastenings of the trucks afterwards carefully examined by a railway official.

Movement of Troops by Land.

Section XVI.

MOVEMENTS BY RAILWAY—*continued.*

52. A non-commissioned officer and a couple of intelligent men from each troop, previously told off for the purpose, will go round and examine the fastenings of all the troop horses, and make such alterations as may be necessary, under the personal superintendence of the troop officers.

Fastenings to be examined.

53. The men, when the whole of the horses of the section to which they belong have been loaded, should at once proceed to the spot where they have left their arms, cloaks, &c., which they will resume, and fall in; the men will then be told off as in para. 40, and be marched to and will enter their respective compartments; but previous to this they should be desired to note the number and position of the truck containing their horses, and to fall in in front of it when they are ordered to leave their carriages.

Mode of marching men into carriages.

54. In a Lancer regiment, certain men previously told off will collect the lances and deposit them, the leading troop in the front luggage van, and the other troop in the rear van.

Disposal of lances.

55. On arrival at the destination the "*Halt*" is to be sounded, when the men will get out and fall in opposite the carriages, and will be marched to some convenient spot, selected by the Commanding Officer, to deposit their arms and cloaks. They will then fall in again near the trucks. Should, however, the cloaks have been left on the saddles, the men can get the horses out with their swords on, and carbines under their arms.

Manner of leaving train.

56. The door of each truck is then let down and a mat or loose straw, if it can be procured, spread upon it, the horse opposite the entrance is to be immediately bridled and led or backed out by the man to whom it belongs; the horses to the right and left following it in turn. The troop will then be formed up in the most convenient place, and the horses again held until the arms, &c., are resumed and placed upon the saddle.

Unloading the horses.

57. In a lancer regiment, the men who collected the lances are to be marched over to the baggage vans, take them out, and bring them to the front of each troop, when a non-commissioned officer will superintend their re-distribution.

Re-distribution of lances.

58. The loading and unloading of the officers' chargers from the horse boxes should go on simultaneously with that of the troop horses, but, if possible, at a different part of the station.

Officers' chargers.

59. When the arrangements before detailed are properly carried out, the train can be ready to start in half an hour from the time of beginning to load, and even less time will be sufficient for unloading.

Time required.

60. When it is necessary for the cavalry to unsaddle, one large covered goods wagon for each troop will be required to pack the saddles in; the wagon for the first troop being placed in front, that for the second troop in rear of the cattle trucks.

Cavalry unsaddled.

Section XVI.

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—*continued.*

Packing
equipment in
corn sacks.

61. After the men have deposited their arms, &c., as already detailed, they will be ordered to unsaddle, and hold their horses; they will then remove their saddles, bridles, and appointments, and pack them in the corn sacks, laying them on the ground in a regular manner opposite to the wagon which has been told off to their respective troops.

Arranging
corn sacks in
trains.

62. A non-commissioned officer and two men, previously selected for each wagon, will then arrange the corn sacks with their contents in the luggage vans in a convenient manner, so as to take up the least possible space. The same men will be employed to take out and distribute the corn sacks with their contents on arrival at the destination.

(c)—ARTILLERY.

Arrival of the
troops at the
station.

63. On the arrival of the battery at the station it should be drawn up in the nearest convenient spot. The men will dismount, and after being permitted to fall out for necessary purposes, will then be formed up two deep, take off their packs (if horse artillery, their swords), and some convenient place being selected, will lay them on the ground in the order they stood in the ranks.

Loading
horses. Gun-
ners to assist
drivers.

64. The horses will then be unhooked, the traces being hooked over their backs in the usual manner, and will be told off in sections according to the capacity of the cattle trucks; each section will then file off to the truck allotted to it, under the direction of the officer commanding the division, and be embarked in the same manner as laid down for cavalry. (See paragraphs 50 to 53). The gunners will assist the drivers in the loading of the horses, and on the conclusion of this duty the whole will proceed to embark the *matériel*.

Loading
guns, wagons,
&c.

65. In loading the guns, wagons, and carriages, trucks loading from a dock are, if possible, to be used; when, as is the case on some railways, the ends of these trucks let down and meet, the carriages of the battery may be run on from one to the other in a few minutes. These trucks, however, are not so convenient when there are no docks or other facilities for unloading, and should in such cases be avoided.

Trucks.

66. Trucks having sides letting down are next in point of convenience, and, lastly, low-sided trucks. Most of these take conveniently a gun or wagon with its limber.

Method of
securing.

67. Carriages must, when loaded from a dock, be run on to the truck unlimbered. The wheels must be well secured with ropes or scotch wedges, the latter being generally procurable at railway stations. Should there be hay on the wagons it is not to be suffered to remain during the journey, but must be placed in a luggage van.

Low-sided
trucks.

68. Low-sided trucks are found on most railways; the loading on these requires more manual labour than on other trucks, as it is

Movement of Troops by Land.
Section XVI.**MOVEMENTS BY RAILWAY—continued.**

necessary to lift the carriage over the sides by main force, The gun (or wagon) and its limbers are to be placed on the truck with the trail (or perch), and the shafts pointing inwards and resting on the floor.

69. There are some trucks on which more than a gun and limber may be placed, reference being always had to the weight which they are calculated to bear. In loading, the gun should first be placed on the truck close to one end, the trail on the floor; then its limber is to be backed upon it as close as possible, the shafts resting on the floor; the wagon limber is then to be placed on the truck the reverse way to the first limber, and its shafts elevated. Finally, the wagon body is to be embarked, perch pointing inwards and resting on the floor. Loading guns and carriages.

70. This mode of conveyance requires much lashing, and these large trucks are not recommended when others can be obtained. When used they should, if possible, be loaded at the end, as the operation when performed from the platform is most laborious. Lashing.

71. Guns, shafts, or spare wheels are not to project beyond the buffers. Projections.

72. The horses and carriages being loaded and secured, the whole of the men of the battery will proceed to the place where they have left their swords, which they will resume, and fall in; the men will then be told off as in paragraph 40, and be marched to and will enter their respective compartments. Placing men in carriages.

73. On the arrival of the train at its destination the officers will get out first, and the trumpeter will be ordered to sound the "*Halt*," when the men will descend. The gunners will fall in and be marched to a convenient spot to deposit their swords or knapsacks. Should the drivers have been wearing their cloaks, those of each subdivision will place them together where directed by the non-commissioned officer in charge. Quitting carriages.

74. In the event of the platform not being of sufficient length to enable the entire train to draw up alongside it, the horses are to be unloaded first. The door of each truck will be let down, a mat or straw placed upon it, and the horse opposite the door led or backed out, the rest following in turn. The horses are to be formed up at the discretion of the commanding officer, and the carriage trucks brought alongside the platform. Short platform.

75. The guns, &c., will be taken off by the gunners, and whether this is done at a dock or at the platform the horses of each carriage will be hooked in as soon as it is unloaded, and it will be drawn to the place of parade indicated by the commanding officer, so as to clear the ground as soon as possible. Unloading guns.

76. Should it be possible to unload horses and *matériel* simultaneously in consequence of the capacity of the platform, it may be done. When this is the case, the gunners being unable to assist in unloading the horses, the non-commissioned Unloading horses and matériel simultaneously.

Section XVI.

Movement of Troops by Land.

MOVEMENTS BY RAILWAY—*continued.*

officer of drivers should take the first horse of each pair out of the truck, the driver, following with the other, should then take charge of both horses.

Without aid
of platform.

77. As it may become necessary to unload without the aid of a platform of any sort, some strong skids, not less than 15 feet long, and some planks to form a ramp should always be carried. In case of urgent necessity two lengths of rail may be used for the same purpose; but it is believed that a small temporary platform may be made by the employés of the railway in a sufficiently short time in ordinary cases.

(d)—ENGINEERS.

Troops and
field com-
panies.

78. The instructions given for batteries of Field Artillery apply generally to troops and field companies of Royal Engineers.

Wagons.

79. One truck is required for the conveyance of each wagon. The load on a pontoon wagon will project several feet beyond one end of the truck it rests on, and it is therefore necessary to run an intermediate truck between each pair of trucks carrying such wagons. Pontoon wagons should be loaded back to back, so that their loads may project over the intermediate truck.

Loading of
trucks.

80. As a general rule, wagons can be run on to trucks, the sides of which let down, and be locked round into position. Pontoon and trestle wagons being of exceptional length must, in the first place, be partly unloaded, then lifted sideways by hand on to their trucks, and subsequently reloaded, the operation occupying considerable time, and being very laborious. When the sides of trucks do not let down, all descriptions of wagons must be lifted into position by hand, except in the cases where the ends of the trucks let down and meet, and the wagons can be run on from a dock, when the whole operation of loading is much facilitated.

Projections.

81. No spare wheels or stores should be allowed to project above the tops of the wagons or beyond either side of the trucks. All shafts should be taken off and stowed beneath the wagons.

(e)—INFANTRY.

Marching
into station.

82. One sergeant (as laid down in paragraph 38) for each company, one for the detail attached to headquarters (see tables showing the war strength of an Army Corps, published with Army Circulars of the 1st December 1877), one for the sick, and one for the guard and prisoners, the whole under the officer sent on to mark the carriages, will be at the railway station 40 minutes before the time named for the departure of the train. The sergeants will previously ascertain with exactness what

Movement of Troops by Land.
Section XVI.**MOVEMENTS BY RAILWAY—continued.**

strength the companies and parties they represent will muster at the station; the guard and prisoners not to be included in the strength of their companies, as separate compartments will be told off for them.

83. The officer in charge of the above-mentioned parties will then give over to the non-commissioned officer the compartments of the carriages for the accommodation of their men, &c.; each non-commissioned officer, as soon as the compartments for the party he represents are handed over to him, will mark on the foot-board of each compartment, with a piece of chalk, the name or letter of his party, and will then place himself opposite that one which is nearest the side from which the troops will approach the carriages.

Allotment of compartments.

84. The battalion will arrive at the railway station 20 minutes before the time named for the departure of the train, and will be halted by the commanding officer, on ground which will be pointed out by the Staff Officer superintending the departure; each company will then be told off into sections, as in paragraph 40, and when this has been done the battalion will move on to the platform in fours; when the rear of each company arrives at its marker, it will be ordered to halt, and turn towards the train, remaining in fours. Each captain will now move along the front of his company, and point out to each section the compartment it is to occupy, and having done so will give the order "*Quick march*," when the men will move at once into their respective compartments, and then take off their valises.

Time for corps to be at the station.

85. When a battalion moves with regimental transport, the latter should be at the railway station 30 minutes before the time named for the departure of the train, and it should be entrained in the same manner as artillery.

Regimental transport.

86. When the train arrives at its destination the officers will first get out and go to their companies' carriages. On the "*Halt*" being sounded the men, who will previously have adjusted their accoutrements, and put on their valises, will get out of the train with their rifles in their hands, on to the platform, and will fall in in the same order in which they entered the train.

Arrival at destination.

87. The men are to be marched off in the same manner as they entered the station before starting, or the commanding officer may order the markers to be placed on some convenient spot outside the station, and on the "*Close*" being sounded the men will form on their markers, and will be told off in the ordinary manner.

Marching off.

N.B.—Sections and paragraphs to be quoted, not pages.

SECTION XVII.—MOVEMENT OF TROOPS BY SEA.*

- I.—Embarkations.
 II.—Duties on Board-Ship.
 III.—Disembarkations.

I.—EMBARKATIONS.

Preliminary Arrangements.

Periods for
embarkation.

1. The periods of the year at which it is desirable that troops from England should reach the various foreign stations are stated in the following table, and arrangements will be made to embark corps and detachments so that they may arrive in accordance therewith, as far as may be practicable. These periods include the whole of each month, except where a portion of a month is specified :—

Australia	-	-	March to October.
Bahamas	-	-	December to March.
Bermuda	-	-	November to March.
Ceylon	-	-	November to January.
China	-	-	15th November to January.
Honduras	-	-	December to February.
India	-	-	End of October to March.
Jamaica	-	-	December to February.
Japan	-	-	October to March.
Mauritius	-	-	May to August.
Mediterranean	-	-	October to April.
New Zealand	-	-	Any season.
North America	-	-	April to June, or October to November.
South Africa	-	-	March to October.
St. Helena-	-	-	Any season.
Straits Settlements	-	-	October to February.
West Coast of Africa	-	-	December to February.
West Indies	-	-	December to February.

Preliminary
inspections.

2. When troops are ordered to proceed to a foreign station, the General or other officer commanding the district or station is to make a minute inspection of them, with a view to ascertain their general efficiency and the state of their equipments. A medical examination of the troops is at the same time to be made, and only those men who are physically fit to serve in

* NOTE.—Attention is directed to Part I., Section III., Sub-section III.; to Part II., Section VI., Sub-section X.; and also to Part V. Section VII. of the Regulations for the Army Medical Department. (Army Regulations, Vol. VI.)

NOTE.—A troop-ship is one of Her Majesty's ships commissioned as a troop-ship. A transport is a ship wholly engaged for the Government service on monthly hire, or a ship wholly engaged by Government to execute a special troop service though not hired by the month. A troop freight-ship is a ship in which conveyance is engaged by Government for troops, but which is not wholly at the disposal of the Government.

Movement of Troops by Sea.

Section XVII.

EMBARKATIONS—*continued.*

the climate for which they are destined are to be selected for embarkation. The troops are also to be subsequently inspected by the senior medical officer of the division or district, as near to the date of embarkation as practicable. At such inspections, the medical history-sheet of each soldier should, if possible, be available for reference by the inspecting officer, in order that the medical antecedents of the man may be taken into consideration before deciding as to his fitness to proceed on service. In the case of drafts, a medical certificate regarding the fitness of each man for foreign service is to accompany the other documents connected with them.

3. It is also essential that every soldier, woman, and child be carefully examined by a medical officer on the day of their departure from the station, or, if this arrangement be not practicable, on the previous day; and every individual who may show symptoms of contagious or infectious disease is to be detained, and not allowed to accompany the troops to the port of embarkation or to proceed on board ship. All soldiers' families under orders to proceed to a foreign station should be under medical observation for some weeks before embarkation. Every woman, and every child above three months old, must be vaccinated before proceeding to embark, unless bearing satisfactory marks of previous vaccination.

Medical inspection immediately before embarkation.

4. Special instructions for the preparation and equipment of the service troops and companies will, in each case, be issued by the Adjutant-General; at the same time the arrangements for the movement and embarkation of the troops, their baggage and stores, will be made by the Quartermaster-General. Applications for passage for soldiers to foreign stations are always to state whether they are married or not; if married, whether on the Married Roll, and whether their wives will accompany them; also the ages and sexes of their children to embark. (For embarkation of prisoners, see Section 6.)

Special instructions.

5. A return of the numbers for embarkation (on Army Form B. 144, late W. O. Form 786) will be sent to the Quartermaster-General when called for, and special care should be taken that an amended return on the same form be immediately rendered to him on each occasion of any casualties occurring to alter the numbers, either of officers, or soldiers, or their families. A corresponding return in duplicate with additional information (on Army Form B. 143, late W. O. Form 786A) prepared according to the instructions contained in the form is to be taken by the officer or non-commissioned officer in charge of the troops embarking to the port of embarkation, and handed to the superintending officer as the official report of the troops embarking. After verifying these returns, the Staff Officer will hand over one copy to the officer commanding the troops on board, retaining the other. A return on Army Form B. 143 (late W. O. Form 786A), *in duplicate*, must be taken in every case, even

Returns required before embarkation.

(Q. R.)

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Section XVII.**Movement of Troops by Sea.****EMBARKATIONS—continued.**

when a single man embarks, of any arm of the service. It is not to be packed up with other documents, but taken charge of personally by the officer or non-commissioned officer in charge of the troops, or by the man himself, if proceeding alone, ready to be handed over when asked for.

Duty of
officers in
charge of
drafts.

6. Officers detailed to proceed abroad on duty with a draft will receive orders to join from the officer commanding the corps preparing it, and must accompany it from the station where it is prepared to the port of embarkation. The senior officer is to be ordered to join at least seven days before the date of embarkation, during which time he should ascertain that all the necessary documents are prepared, and that the draft is in every way complete.

Cavalry em-
barking with-
out horses.

7. When a cavalry regiment is ordered to embark for foreign service, all horses unfit for further service are at once to be brought forward for casting. The horses and horse-furniture, when they are not to be embarked with the troops, will be handed over to another regiment; a regimental board of officers should be assembled in both corps to examine the condition of the saddlery and other horse equipments at the time of transfer, and their proceedings should be forwarded, with the report of the commanding officers, to the Adjutant-General.

Shoeing-
smiths and
saddle-tree
makers.

8. Vacancies in the grades of saddle-tree maker, saddler, or shoeing smith, are not to be filled-up in cavalry regiments after the usual warning for service in India has been received by the commanding officer, as these grades form no part of the Indian establishment. Men of these grades who, upon the embarkation of a cavalry regiment for India, have not been otherwise provided for, will revert to their duty in the ranks with the grade they held prior to appointment as artificers. The saddler-sergeant of a regiment will accompany it to India in that grade.

Inspection of
equipments
before
embarkation.

9. In order to prevent corps from being embarked from this country for India with portions of their equipment in an unserviceable condition, arrangements have been made for the inspection of all regimental equipments by surveying officers of the India and War Departments with a view to the replacement of any stores which may be found to be unserviceable. As, however, it is important that the responsibility for the equipments of a corps being in proper condition should rest with the commanding officer, it is to be understood that this course has only been sanctioned upon the condition that officers commanding corps under survey shall sign a joint report with the surveying officers, to the effect that the replacement of any particular store has been found absolutely necessary. These inspections are to be held at least two months prior to the embarkation of the regiment. *See Equipment Regulations (Army Regulations, Vol. III).*

Movement of Troops by Sea.

Section XVII.

EMBARKATIONS—*continued.*

10. Commanding officers are to take immediate steps to obtain the extra clothing, sea-kit, necessaries, and other articles required during the voyage, and prescribed by regulation (see Royal Warrant relating to Clothing. Army Regulations, Vol. XI). Requisitions for these articles are to be addressed to the Director of Clothing, Army Clothing Depôt. Sea kits are to be served out before the troops leave the barracks, but not until they are on the point of starting. Each man is to take charge of his own to the port of embarkation, and when proceeding by railway it is to be in the same railway carriage with him. Tobacco is to be provided for such men only as are in the habit of using it. A wire guard for pipes is to be supplied with the tobacco at the expense of the men. Men who are already provided with any of the articles of sea-kit are not to be furnished with a duplicate supply of those articles. Special care should be taken that every man embarking is in possession of two pairs of boots in good and serviceable order, so as to be ready for the line of march on landing.

Extra clothing, sea-kit, and necessaries.

11. When a corps is placed under orders to proceed to India, the commanding officer will forward to the Director of Clothing demands for a supply of necessaries equal to twelve months' consumption, as detailed in the Royal Warrant relating to Clothing. On a corps returning from India, the necessaries in its regimental stores are to be transferred to some other corps remaining in India, in accordance with such instructions as may be issued by the Indian Government.

Necessaries or embarking to or from India.

12. On board H. M. troop-ships, watch-coats and caps, and library* and games are kept for the use of troops, and are to be received and accounted for as directed in the regulations for those vessels.

Books and games placed on board.

On board hired ships these articles are to be received and accounted for as directed in para. 164. In hired *transports* games will be under charge of the master of the ship, who will issue them to the troops. On disembarkation they are to be returned to him, and any deficiencies accounted for as in the case of other naval stores. (See para. 163).

13. The General officer commanding the district from which one of H. M. ships, or a hired vessel, is to sail with troops for a foreign station, is to give timely notice to the principal medical officer of the district, with a view to medicines and surgical instruments for the troops being provided. This does not apply to H. M. troop-ships when employed on Indian service.

Medicines on board.

14. Dinners for the day on which troops embark for foreign service will always be prepared for them on board ship, unless

Dinners on day of embarkation.

* When libraries are provided, soldiers are not to be appointed to act as librarians in any ship where a librarian is appointed by the Lords Commissioners of the Admiralty or the Government of India.

Section XVII.

Movement of Troops by Sea.

EMBARKATIONS—*continued.*

the officer commanding the corps to which they belong shall send timely notice to the officer commanding at the port of embarkation that dinners will not be required on board on that day, in which case the latter officer will apprise the naval authorities at the port.

Victualling on board.

15. The scale of victualling for troops on board ship (not coastwise at home) will be found at the end of this section.

H.M. troop-ships.

16. Measures are to be taken in due time by publishing in regimental orders suitable extracts from these regulations and from those for H.M. troop-ships to draw the special attention of officers and men about to embark to the rules relating to officers' and soldiers' families, heavy and light baggage, dogs, the taking of wines, spirits, &c., on board, the prohibition of lucifer matches, and the custody of ammunition.

Officers in uniform.

17. All officers ordered to embark on duty with troops are to report themselves in uniform to the officer superintending the embarkation, and afterwards to the officer commanding the troops on board the ship. Every officer proceeding in one of H.M. ships of war or commissioned troop-ships is to report himself in uniform, whether detailed for duty on board or not; and is to wear uniform at all times, except when in his cabin.

Allotment of cabins in H.M. troop-ships.

18. The following rules are to be observed in regard to the appropriation of cabin accommodation on board ship:—

a. The cabins to be allotted will be selected by the naval authorities. The appropriation of particular cabins is to be determined by the superintending military staff officer.

In the case of one of H.M. ships this is to be done in concert with the naval paymaster, or such other officer as the captain of the ship may appoint, and no subsequent alteration is to take place without the sanction of the captain of the ship, which must be applied for through the military commanding officer.

At an intermediate port the appropriation in any ship may be altered, if necessary, so as to give proper accommodation, with reference to army rank, to officers embarking there; but officers already on board should be put to as little inconvenience as possible.

b. General officers (unless returning home on promotion to that rank), and officers of similar relative rank, Brigadier-Generals when proceeding to or returning from the command of a brigade, and the officers in command of the troops, are alone entitled to separate cabin accommodation.

c. Field-officers, and those of similar rank, are not entitled to separate accommodation in any ship, although priority will be given to them in allotting the cabin accommodation; but when they embark in H.M.'s ships, and the number for whom conveyance is required will admit of it, separate cabins may be assigned to them in those vessels.

Movement of Troops by Sea.

Section XVII.

EMBARKATIONS—*continued.*

- d. The commanding officer of the troops is to occupy the commanding officer's cabin, and is not to exchange it for any other.
- e. The appropriation of all other cabins is to be made according to seniority of army or relative rank.

19. Officers embarked in any of H.M. commissioned troop-ships will provide themselves, before going on board, with a sufficient sum *in cash* to meet all charges for wine, beer, &c., supplied to themselves and for the messing of their wives and families. As a rule nothing but British money will be received. They will also see that their messing-certificates (Army Form O. 1669, late W. O. Form 321) are properly signed by the captain or paymaster of the ship before they disembark, or by the master in the case of a hired ship. All officers proceeding to India by vessels other than troop-ships will take with them for presentation to the Staff Officer at the port of disembarkation a copy of the orders under which they leave England.

Officers
messing in
H.M. troop-
ships.

20. When troops proceed coastwise by night between ports at home during the winter months, a rug is authorised to be issued to each soldier, and to wives and children of soldiers on the married roll, from the barrack-stores at the port from which the troops embark. The commanders of such detachments are to see that these rugs are provided, and are to account for them to the proper ordnance store officer on landing. When troops embark for coasting voyages in H.M. troop-ships, one blanket for each man, woman, or child will be drawn from the stores of the ship, unless the commanding officer shall notify in writing to the captain that these articles are not required.

Rugs and
blankets for
coast voyages.

21. Arm-racks will be provided in all ships carrying troops. The arm-racks will be fitted by the naval authorities in that part of the vessel which is likely to afford the greatest freedom from rust, and at the same time admit of the arms being easily accessible when required for purposes of inspection, drill, or for use on an emergency. As a general rule, the arms should be placed in the racks vertically, in order that they may be constantly examined, and for the prevention of the injury to which they are liable if racked horizontally. A label should be pasted on the side of the butt of each rifle, showing the owner's name and number, and another on the heel of the butt, showing the number of his company. The slings must be taken off the rifles before the troops embark.

Arms, how
stowed.

Two men from each company should be appointed to take care of the arms in the racks on the troop decks immediately after the embarkation.

22. When troops embark for service abroad elsewhere than in India, a supply of arms and ammunition according to the nature of the service will be placed on board ship, under arrangements laid down in Sec. VII, Part I, of the Equipment Regulations (Army

Arms and
ammunition.

Section XVII.

Movement of Troops by Sea.

EMBARKATIONS—*continued.*

Regulations, Vol. III.), to which the attention of General officers commanding is directed. Before the ship sails, commanding officers are to ascertain that the ammunition to accompany the troops has been put on board and properly secured in the magazine.

Disposal of
ammunition
on board.

23. Any ammunition, public or private, brought on board by troops or officers, is to be delivered into the charge of an officer of the ship on the quarter deck, who is ordered to receive the same for safe custody; none being allowed in the cabins or amongst the baggage. This includes any ammunition there may be in the men's pouches, which in that case are to be collected before the men go below. Where there is not a magazine, as in coasting vessels, the ammunition must be placed under proper charge in some part of the ship affording freedom from risk.

Medical
officer in
charge of
troops coming
home.

24. When troops in moderate numbers are to be sent home from abroad in H.M. ships, and the actual necessities of the local military service render it unadvisable to detach a military medical officer with them, the officer commanding at the station may apply to the senior naval officer present, who will exercise his discretion (under general instructions from the Admiralty) as to giving orders for the medical officer of the ship to take medical charge of the troops. This course is to be adopted only under exceptional circumstances, and the application to the senior naval officer must be made in good time. If that officer should find it impracticable to comply with the request, military arrangements for medical attendance must be made as usual.

Passages for
officers'
chargers when
accommoda-
tion is avail-
able.

25. While horse-stalls are retained on board H.M. Indian troop-ships, as at present, for the accommodation of horses sent from this country (for government purposes) to India, mounted officers of regiments proceeding to that country may be allowed to embark their chargers in the event of the whole or a portion of the accommodation being available for them, on the understanding that no claim on the part of the officers to this privilege is thereby admitted, and that the chargers embarked are conveyed entirely at the risk of their owners, neither the Imperial Government nor the Government of India accepting any responsibility whatever. On troops being placed under orders to embark, officers entitled to draw forage, who may wish to take their horses, under the conditions specified, should apply through the usual channel to the Quartermaster-General, who will make the necessary arrangements with the India Office. In any case there will be room for only a few. If Government stallions are conveyed no mares are to be embarked. Forage is to be paid for on board to the paymaster of the ship before disembarking. The owners will be allowed the use of the horse gear belonging to the Indian Government, which has been provided for the Government stallions, but with the distinct understanding

Movement of Troops by Sea.**Section XVII.****EMBARKATIONS—continued.**

that the cost of all articles lost or rendered useless must be handed over to the paymaster of the troop-ship before disembarkation.

26. Dogs will not be carried in troop-ships or transports without special permission obtained through the military authorities. In troop freight ships the owners of the dogs must make their own arrangements with the ship. More than six dogs will not be allowed to be carried in any ship, and they are to be strictly confined to the upper deck, and on no account to be taken into the saloons or cabins. At home application for permission is to be made to the Quartermaster-General, Horse Guards, War Office. Dogs.

Inspection of Hired Ships.

27. When a ship is engaged, either wholly or partially, for the conveyance of troops to or from a foreign station or inter-colonially, an inspection of the fittings and arrangements for the accommodation, victualling, and health of the men, will be made prior to the embarkation, by a Board consisting of the following officers :— Inspection of ships.

The Assistant Quartermaster-General, or other staff officer superintending the embarkation; an officer of the garrison not below the rank of captain; and one or more naval officers.

The senior medical officer at the station is to accompany the Board to give his opinion on sanitary points.

The medical officer who is to proceed in professional charge of the troops should also be in attendance. When troop horses are to be embarked, a veterinary surgeon will also accompany the Board during the inspection.

28. This inspection will, as a general rule, take place at the port to which the ship may first proceed for the embarkation of troops. At any subsequent port of embarkation the ship is not to be subjected to any further formal inspection before the troops embark, but only to the visit of the military officer commanding at the port, to ascertain whether any cause of complaint on the part of the troops exists, or whether the Transport Regulations have been departed from. Ports of inspection.

29. Immediately after the inspection a report on the prescribed Admiralty form (see Appendix to Regulations for H. M. Transport Service), is to be made out in duplicate, and signed by all the inspecting officers. One copy is to be forwarded to the Director of Transport Services at the Admiralty, the other copy to the officer commanding the district in which the inspection may be held, for his information (and directions if necessary), and for transmission by him, together with his remarks, to the Quartermaster-General, Horse Guards, War Office. Report of Board.

30. A second inspection of the ship, whether at home or abroad, will be held by a board of officers, as soon as convenient Final inspection of ship.

Section XVII.

Movement of Troops by Sea.

EMBARKATIONS—*continued.*

after the troops are on board, the baggage stowed, and the ship in all respects ready for sea; the object of this inspection being to ascertain whether the arrangements for berthing the troops, stowing the baggage, &c., have been carried out. When troops are embarked at more than one port, this inspection will take place at the last port of embarkation. Ships passing between foreign stations for the purpose of carrying out a series of reliefs are to be finally inspected before sailing on each occasion of the troops on board being changed.

Composition
and report of
Board.

31. The board will consist, when practicable, of one or more naval officers (to be detailed by the naval superintendent or senior naval officer at the port), a staff or field-officer, and a captain not proceeding with the troops. A military medical officer not proceeding with the troops is to attend to give a medical opinion. Before commencing their inspection, the board is to communicate with the officer in command of the troops embarked, and request him to accompany them. The report of the board is to be made out in duplicate on the prescribed Admiralty form, and dealt with in the same manner as the first report. See para. 29.

Form of
report to be
sent to com-
manding
officer.

32. On a ship being engaged for the conveyance of a regiment, the officer commanding the district in which the corps may be stationed will furnish the senior officer to embark in each ship with a copy of the form of report, in order that he may be aware of the nature of the inspection to be made, and prepare for it.

Baggage.†

Measurement
and marking
of baggage.

33. The embarkation on board ship, whether at home or abroad, of any baggage in excess of the quantities allowed by regulation is forbidden.* General officers commanding will take measures to restrict the quantity of baggage accordingly. They will direct commanding officers of corps and detachments, under their orders and about to embark, to cause the whole of the baggage for embarkation to be collected in some convenient place, there to be measured.

Dimensions
of baggage.

34. All baggage, with the exceptions undermentioned, is to be carried in rectangular boxes, made in accordance with patterns which are deposited in the pattern room at the Army Clothing Depot. The boxes are four in number, of the following dimensions, outside measurement:—

No. 1—	3 ft. 6 in.	× 2 ft. 2 in.	× 2 ft.	= 15 cubic feet or 3 cwt. of baggage.
" 2—	3 " 4 "	× 1 " 10 "	× 1 " 8 in	= 10 " " 2 " "
" 3—	2 " 6 "	× 2 " 0 "	× 1 "	= 5 " " 1 " "
" 4—	2 " 2 "	× 1 " 2 "	× 1 "	= 2½ " " 0½ " "

Hydraulic pressed bales of clothing of the dimensions specified for boxes, and regulation squad bags when allowed, may be

* For the quantities allowed, see Sec. 12 of the Regulations relating to the Issue of Army Allowances, 1881.

† Section 16, para. 24, is also applicable to regiments proceeding to, or from, or between, foreign stations.

Movement of Troops by Sea.

Section XVII.

EMBARKATIONS—*continued.*

embarked. No baggage will be accepted for shipment with troops embarking which does not conform to this regulation, unless where specially exempted. Casks, vats, crates, hampers, and similar packages, are altogether prohibited, as also are padlocks, cording, cleats for rope handles, and all other projections, as they cause loss of stowage room.

35. The following will be embarked as exceptions to the dimensions authorised:—

Exceptions to
authorised
dimensions.

Arm chests.
Lance chests.
Tool chests.
Forge.
Officer's bedstead.
Valise for Officer's bedding.
Officer's tub.
Bullock trunks.
Portmanteaus.
Tin uniform cases.
Musical instrument cases.
Chests or cases supplied by Government.
The baggage of soldiers' families when proceeding at home on coastwise passages, or on passages to or from Ireland or the Channel Islands, or short distances by water abroad.

Cubic measurement of each package to be marked in paint outside.

Cases at present in possession of Officers may be retained if approved by the Commanding Officer, and marked with the number of the nearest equivalent pattern, but not to exceed 15 cubic feet. New cases, when required, must be according to regulation.

36. Each article, whether the personal property of officers, non-commissioned officers or men, or their families, or the property of the corps, must have distinctly *painted* upon it in front the name and rank of the owner, or department of the corps to which it belongs, and on the top the nature of the contents, such as "personal baggage," "band stores," and on each end the size number 1, 2, 3, or 4. Baggage of soldiers' wives should bear the name, &c., of the husband.

Name of
owner and
nature of
contents to be
painted on
each article.

37. Officers commanding troops about to embark are to take care that nothing beyond what is allowed by regulations, either in quantity or dimensions, is under any pretence sent to the place of embarkation. They are to prepare a list of the baggage (showing in detail each package and its cubic measurement) intended to be shipped, and send it to the general officer commanding the district in which the port of embarkation is situated. The staff officer superintending the embarkation will take care that nothing in excess of regulation is allowed to be placed on board, and he will also keep a record of

Baggage for
embarkation.

Section XVII.

Movement of Troops by Sea.

EMBARKATIONS—*continued.*

baggage embarked by individual officers or others not arriving with the troops. He will also see that no baggage is allowed to encumber the decks, and will prevent all articles objected to by the naval authorities as being packed in an insecure or dangerous manner, from being put on board.

Explosive
articles.

38. All articles of an explosive or combustible nature are to be carefully excluded from any package for embarkation or conveyance by sea or land as military baggage. Lucifer matches, as also fuzes for lighting pipes and cigars, are strictly prohibited on board ship. Soldiers, and soldiers' wives, should be duly warned before they go on board, of the responsibility they will incur if such articles are found upon them or in their possession during the voyage.

Wines, &c.

39. Officers, soldiers, and their families, are strictly prohibited from taking on board any ship, or receiving on board, any wine, spirits, or malt liquors. Commanding Officers will take precautions accordingly.

Embarkation
of heavy
baggage.

40. Heavy baggage is always, when practicable, to be embarked the day before the troops. The officer appointed to command the troops on board each ship is to communicate with the military officer commanding at the port of embarkation and inform him of the day and hour when the baggage may be expected to arrive. A detachment, consisting of a sufficient number of men under charge of an officer, and including as many officers' servants as can be spared, should be sent to port of embarkation in proper time to place the baggage on board. When articles required for the orderly room table, music, and band instruments are to be embarked, an orderly room clerk and a bandsman should proceed with the detachment to see that they are not sent down into the baggage room. As many married men as practicable should be included if soldiers' families are to embark on the same day as the detachment and baggage.

Stowage of
baggage.

41. The seamen will sling and unsling the boxes, but the baggage must be put on board, stowed and got out by the soldiers. A ship's officer will superintend the stowage of the baggage room, lock it up, and place the key in the senior lieutenant's cabin, or, if a hired ship, in the master's cabin.

Sentry over
baggage.

42. A sentry is to be placed in charge of the baggage room, which is never to be opened unless in the presence of a naval or ship's officer. If it be at any time necessary to stow baggage elsewhere than in the baggage room a sentry is always to be placed over it.

Light
baggage.

43. Light baggage accompanying the troops is to be limited to small packages only. In the case of detachments embarking, all the baggage should, when practicable, accompany them to the port.

Baggage to
be labelled.

44. Heavy baggage intended for the baggage room should be labelled in large letters "Baggage Room" on a white ground. This cannot be got at during the whole voyage.

Movement of Troops by Sea.
Section XVII.**EMBARKATIONS—continued.**

Each officer or lady will be allowed two articles of baggage in the cabin. They are to be of the same size and shape as Regulation Box No. 3, and are to be labelled with the word "Cabin" on a yellow ground.

Cabin
baggage.

Changes of clothing required on a voyage in which variations of climate will be experienced should be packed in separate boxes, marked "Change of Clothing" on a blue label. These boxes will be stowed in the baggage room near the door, and got up when required.

Changes of
clothing.

Each soldier's wife may have one box (not higher than 14 inches) in the women's quarters. It should be marked with the husband's name, rank, and regiment, and labelled "Women's Quarters" on a red label. It should be taken on board by the woman, not sent with the heavy baggage.

Baggage of
soldiers'
wives.

45. Cabin baggage and the boxes in women's quarters must be included in the total quantities allowed respectively.

Total baggage.

46. Labels are to be affixed before the packages are sent to the ship. They may be obtained from the head-quarters of each district at home or command abroad. General officers in command should apply for them to the Quarter-Master-General, Horse Guards, War Office.

Labels.

47. Knapsacks or valises will be stowed on board ship in the racks over the mess-tables, as will also the kit or waterproof bags of men embarking without knapsacks or valises. When troops embark with their knapsacks or valises, the kit-bags of Infantry, and the waterproof bags of Artillery and Engineers, will be stowed in the baggage-room near the door, and will be got up two or three times during a long voyage to get out changes of clothing, being then re-stowed in the baggage room. The men will not have access to their contents at the time of embarkation, and they should therefore be filled according to the nature and length of the voyage before being sent from the barracks. The bags containing sea-kits will be stowed in the racks provided for that purpose. A separate place on board ship is provided for helmets.

Stowing of
knapsacks and
sea-kit bags.

48. All baggage conveyed by sea is to be so packed as not to exceed the prescribed measurement of five cubic feet to every hundred-weight.

Measurement.

49. When troops embark in one of H.M. troop-ships, or a hired transport (*i.e.*, a vessel wholly engaged for the Government service) any excess baggage they may wish to send to their new station must be forwarded in a separate private vessel, under private arrangements, and at the expense of its owners. In the case of an embarkation in a freight ship not wholly engaged by Government, any excess baggage the troops may desire to send in that vessel must be the subject of a private arrangement with the shipowner; it must be kept separate, and on no account sent to the place of embarkation, mixed up with the regulated quantity which is to be conveyed

Embarking
excess
baggage.

Section XVII.**Movement of Troops by Sea.****EMBARKATIONS—continued.**

at the public expense. It will not be in any way recognised by the military authorities.

Embarkation of Officers' Wives and Families.

Medical
certificate of
fitness.

50. Ladies proceeding in H.M. troop-ships, or in any vessel conveying troops, will be required to produce a certificate that they (and their children and servants, if accompanied by them) are free from infectious disease, and in all respects medically fit to embark. This certificate is to be handed to the military officer superintending the embarkation, and then (in the case of one of H.M. ships) to the naval paymaster, before the ladies pass to their berths.

Embarkation of Soldiers' Wives and Families.

When per-
mitted.

51. When troops proceed on active service in the field, the embarkation of soldiers' wives is altogether forbidden. When they embark for ordinary garrison duty abroad, the number of soldiers' wives permitted to embark with them is to be limited to the proportion allowed by regulations, and no women whose husbands are not on the married roll are to be allowed to embark for a foreign station, even on condition of paying the cost of rations.

Reporting
arrival at
port of
embarkation.

52. Soldiers' wives proceeding direct from their homes to the port of embarkation are to be instructed by their corps to arrive with their families not later than noon on the day previous to that on which the embarkation of the troops is to take place, and to report their arrival as follows:—

At Gravesend, Sheerness, or Liverpool, to the officer commanding the troops.

At Woolwich, Portsmouth, Devonport, Dover, Dublin, or Cork, at the Quartermaster-General's office.

At Southampton, to the staff-officer of pensioners.

Women provided with passage with troops embarking at Tilbury, Kingstown, or Queenstown, should report themselves at Gravesend, Dublin, or Cork, respectively. Those embarking at North Woolwich should report themselves to the Assistant Quartermaster-General of the Home District, at the Horse Guards, Whitehall, London.

Medical
inspection of
soldiers'
families.

53. All soldiers' families are invariably to be inspected and furnished with a health certificate prepared, in the case of detachments, or individuals, on Army Form B. 155 (late W. O. Form. No. 722), before being allowed to embark on any ship, whether on coast voyages, or to, or from, or between, foreign stations. This inspection is to be made by a medical officer at the station whence they are originally moved, but in cases of women or children arriving at the port of embarkation without having such a health certificate (*e. g.* such cases as those in para. 52) they must be inspected and

Movement of Troops by Sea.**Section XVII.****EMBARKATIONS—continued.**

receive one from a medical officer before they go on board. The Army Form B. 155, also contains a pass to admit the women and children on board the ship, which is to be signed by the officer commanding the regiment or dépôt. In all cases the certificates and passes are to be presented to and examined by the superintending staff officer before embarkation. If a woman should arrive without a pass, but with proper papers to show that she is to embark, the staff officer may give her one. In the case of the embarkation of a regiment or complete corps, one certificate for the whole of the families is to be prepared in manuscript, in the form of a list of the names of the women and the names and ages of children accompanying each, with a medical certificate that each woman and child has been examined and found free from infectious disease, and in all respects medically fit to embark. Soldiers' wives who are within three months of their confinement are not to be embarked, either at home or abroad, in H. M. troop-ships, or in transports, or in mail or contract steamers, or other vessels, and the husbands of such women are to be detained with them.

Passes.

54. The women and children should be sent on board, whenever practicable, together, and at such an hour as will ensure their being in their berths before the arrival of the troops.

To embark before troops.

55. When troops proceed from one foreign station to another on active service and their wives are ordered to be sent home, a list, giving the following particulars, is to be sent to the Quartermaster-General, Horse Guards, War Office, so as to arrive at least a week before the ship in which the women embark is expected to reach England, in order that timely arrangements may be made for the issue of the separation allowances granted by Section 2 of the Regulations relating to Allowances (Army Regulations, Vol. I, Part III). The list is to contain the rank and name of each man on the married roll separated from his wife, the wife's Christian name, the name, age, and sex of each child accompanying her, and the address in the United Kingdom to which she wishes to be sent. A list with similar information is also to be sent to the Quartermaster-General when troops embark from the United Kingdom on active service

Return of soldiers' wives to be sent to Q.M.G. headquarters.**Superintendence and Reports.**

56. All embarkations are to take place under the immediate superintendence of the General or other officer commanding at the station. In the case of hired ships he is to see that due preparation is made for the comfort of the troops, and that discipline is established on board. He is to ascertain that every officer has a copy of the latest edition of "The Queen's Regulations and Orders for the Army," and that the officer commanding in each vessel has in his possession a copy of each of the Army Discipline and Regulation Acts,

Duties of officers commanding at ports of embarkation.

Section XVII.

Movement of Troops by Sea.

EMBARKATIONS—*continued.*

and is fully aware of the extent of authority with which he is invested for the due maintenance of discipline on board. The troops if embarked in a hired ship will remain under his orders after they are on board, until the ship clears the port and gets to sea; and it is incumbent on him, in the event of their being detained at the port, either personally to visit them, or to order the ship to be visited by a staff officer daily, with a view to ascertain the state of the vessel and of the men.

Visitors to be excluded.

57. At all embarkations of troops and horses, visitors are to be rigidly excluded from the jetties and troop-ships, and no one is to be allowed on board (persons on duty excepted) until the superintending Staff Officer has reported that the embarkation is complete.

Detention of ships after embarkation.

58. Embarkations are in every case to be conducted with all practicable speed.

The staff officer superintending will make every effort to have the necessary returns and documents completed as quickly as possible after the last of the troops are on board, and will inform the captain of the ship (or if a hired ship, the officer representing the naval department) as soon as his duties in connection with the embarkation are finished, in order that there may be no undue delay in the ship's leaving harbour.

Under ordinary circumstances the ship when proceeding to or from any station beyond the United Kingdom should not leave until the day following the date of embarkation.

Returns to be furnished to commander of ship.

59. Immediately on the embarkation of troops in H.M.'s commissioned troop-ships, the military commanding officer is to furnish the nominal and numerical lists of officers and troops required by the regulations for those vessels (copies of which are furnished to commanding officers for guidance) in order that each person may be entered on the ship's books, and that no delay may take place in the issue of their provisions. When troops embark in a hired ship, the military commanding officer is to furnish the master with embarkation returns in duplicate on Admiralty forms provided for the purpose; together with a detailed list of the children, showing their ages, and a list of temperance men and women, noting those who wish to receive tea and sugar in lieu of porter. Without these particulars the proper rations cannot be issued.

Embarkation returns.

60. In all cases an embarkation return, in duplicate, is to be sent with the utmost despatch to the Quartermaster-General, Horse Guards, War Office, through the General officer commanding the district, who will himself be supplied with a third copy. In the case of the embarkation of a regiment or complete corps, the return, in triplicate, on Army Form B. 141 (late W.O. Form 721), is to be prepared beforehand by the officer commanding, and handed to the Staff Officer superintending on board ship. In the case of drafts the return (Army Form B. 126, late W.O.

Movement of Troops by Sea.

Section XVII.

EMBARKATIONS—*continued.*

Form 723), will be compiled by the superintending officer from the returns on Army Form B. 143 (late W.O. Form 786 A.), which he will receive from the officer in charge, and which he will duly verify. The embarkation return is to include all officers, their families, or other persons not entitled to passage, but embarked by authority from head-quarters, or under para. 68, and they are to be distinguished as such. When a ship conveys troops for more than one destination, the whole are to be included in one embarkation return, showing separately those for each station, and in the case of Royal Artillery or Royal Engineers the return is to specify the number of men of each brigade of the former, or company of the latter.

61. Officers in charge of drafts embarking for India are to be furnished from their dépôts with nominal rolls, in duplicate, on Army Form B. 167 (late W.O. Form No. 720), showing the date of enlistment and present age of all non-commissioned officers and men composing their respective detachments. These rolls are to be handed to the officer superintending the embarkation of the troops, who will be held responsible that all changes that may have occurred since the drafts quitted the dépôt are duly inserted therein, and that they are then delivered to the embarking officer for the purpose of being forwarded to the Adjutant-General. These nominal rolls, which must exactly correspond with the numbers shown in the embarkation returns, are to be in addition to and independent of all other reports and returns prescribed by regulations.

Nominal rolls
of drafts.

62. Special care must also be taken, when soldiers (such as schoolmasters, armourers, men from the Military School of Music, tailors, prisoners, or others), embark for India individually, and not as part of detachments, that these nominal rolls are invariably forwarded to the general officer commanding at the port of embarkation, by the officer commanding the dépôt of the regiment to which such men belong or are attached. Should bandsmen proceed direct from the Military School of Music, the nominal roll will be forwarded by the Commandant.

Of soldiers
embarking
individually.

63. When detachments of various corps return home from a foreign station, a detailed return (on Army Form B. 142, late W.O. Form 753)—in duplicate—of the troops to be embarked is to be forwarded direct to the Quartermaster-General, Horse Guards, War Office, by the officer commanding at the port of embarkation, in order that no delay may take place in the arrangements for their disposal, on the arrival of the ship at an English port. This document is to be rendered in addition to the usual embarkation return, and is required both for individual soldiers and for any single member of their families, if proceeding alone. It should arrive in advance of the troops, and when the troops are to be conveyed by mail steamers, it is necessary that this return should be forwarded to England by the previous mail at the latest. When it is found impracticable

Detailed
return of
detachments
coming home.

Section XVII.

Movement of Troops by Sea.

EMBARKATIONS—*continued.*

to forward this return in time to arrive in advance of the party, a copy of it is to be given to the officer or non-commissioned officer in charge of the details, or to the individual, to be handed by him to the staff officer superintending the disembarkation at the port of arrival; but this is not to supersede any of the returns on the same form sent to the Quartermaster-General, which, in the cases mentioned, should bear a note to the effect that a copy has been sent home in the ship, as herein directed.

Regulations
for troop-
ships to be
adhered to.

64. The following books of regulations relative to the transport service of troops, are issued by the Admiralty for general information and guidance, and are either to be placed in possession of or made accessible to General and other commanding officers :—

- a. "*Regulations for Her Majesty's Transport Service*," containing all details regarding the messing and cabin accommodation of officers, and the berthing and victualling of troops on board hired ships only. Copies of the ship's "*Charter-party*," and of the book of "*Instructions for Masters of Transport or Troop Freight Ships*," will also be placed on board every hired vessel by the naval authorities.
- b. "*Regulations for H.M. Troop-ships*," applicable to commissioned troop-ships only.
- c. "*Regulations for H.M. Indian Troop-Ships*," which are specially applicable to the Indian troop-service.
- d. The "*Queen's Regulations (naval) and Admiralty Instructions*," applicable generally to ships of war as well as commissioned troop-ships.

Commanding officers are to sign all documents and furnish all certificates and returns required by the regulations above-mentioned.

Officer com-
manding to be
supplied with
forms, &c.

65. Before leaving the port of embarkation, officers in command of troops are to be furnished by the superintending staff-officer with all the forms which they are required to fill up during the voyage. A memorandum of the equipment of every hired ship will be furnished by the naval transport department.

Passages.

Applications
for passages,
how made.

66. When an officer who is entitled to travel at the public expense is required to proceed to or from a foreign station, without troops, he will, when at home, apply to the Adjutant-General, and when abroad to the General officer commanding, and will await further instructions. The application will state whether he has a wife and family to accompany him, and if so, will specify ages and sexes of the children. Steps will then be taken to ascertain whether he can be provided with a passage in a ship of war, troop-ship, or other Government vessel, or on board a freight ship, or contract steam-vessel. No officer pro-

Movement of Troops by Sea.

Section XVII.

EMBARKATIONS—*continued.*

ceeding at the public expense is on any account to engage a passage for himself without special authority, which he will receive through the Adjutant-General, or, if abroad, through the General officer commanding.

67. In all cases where a passage is to be provided for an officer proceeding abroad, and the necessary arrangements have been made, he will receive instructions regarding the place and date of embarkation from the Quartermaster-General. When passage is provided.

68. On the arrival of any of H.M. ships at a foreign station where troops are to be embarked, if it should happen that available passenger accommodation exists on board after the requirements of the public service have been met, and *in such cases only*, the General or other officer commanding may make requisition on the senior naval officer present for the passages of individual officers, or others, and their families; preference being always given to such as are entitled to passage at the public expense. The "Queen's Regulations and Admiralty Instructions, 1879," contain, in Article 1429, special regulations regarding passages in H.M. Indian troop-ships. The cost of rations, estimated on the average duration of the journey, should be demanded from second and third class indulgence passengers by the embarkation officer before their going on board, and by him handed to the paymaster of the ship. Any balance remaining will be returned to the passenger at the end of the voyage. Passages abroad in H.M. ships.

69. Individual officers, whether staff or regimental, proceeding from the United Kingdom to a foreign station without troops, are to report direct to the Adjutant-General the date and place of their embarkation, the name of the vessel in which they take their passage, and the port to which they are proceeding. In all cases where they receive orders to embark from the Quartermaster-General, they will report their embarkation to him. Medical officers are also to report these particulars to the Director-General, Army Medical Department. Officers to report departure.

70. When an officer is detained at a port beyond the day on which he may be ordered to arrive for embarkation, the officer in command will attach him to the troops at such station until he is required to embark, and will at once notify his having done so to the Quartermaster-General, through the General officer of the district. Detention of officers at ports of embarkation.

71. In vessels other than H.M. troop-ships the messing-certificates of officers will be signed by each officer, according to the form contained in the Appendix of the "Regulations for H.M. Transport service." On board H.M. troop-ships, a statement in lieu of a messing-certificate will be furnished that the officers named therein were messed for the periods mentioned. This statement will be supplied by the Paymaster of Messing certificates of officers.

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Section XVII.**Movement of Troops by Sea.****DUTIES ON BOARD SHIP—continued.**

the ship, and will be signed by the commanding officer only, instead of by each officer. Any complaints which individual officers may consider that they have reason to make, in regard to their messing, will not be inserted in the certificate, but should be forwarded through the commanding officer, in the same manner as complaints upon other matters. (See para. 158.) Officers are forbidden to give testimonials of character to stewards or other persons employed on board H.M. troop-ships.

II.—DUTIES ON BOARD SHIP.**General.**

Superintendence of officers.

72. There is no situation in which the troops more urgently require the personal superintendence and care of their officers, or in which the strictest conformity to regulation is more necessary, than on board ship.

The command of troops in hired ships.

73. The command of the troops on board ship is vested in the senior combatant officer doing duty with the troops, to whatever arm of the service he may belong. He is equally bound to exercise that command, and equally responsible for any breach of discipline which may occur, whether the officers and men embarked with him belong to the same regiment with himself, or not.

Command and discipline of troops in H.M. ships.

74. On board any of Her Majesty's ships the senior military officer is, in regard to the command and discipline of the officers and troops under his orders, subject to the authority of the captain of the ship, according to the Naval Discipline Act, 1866, and Her Majesty's Order in Council, dated 12th December, 1873, which lays down the following regulations:—

“1. Whenever any of H.M. land forces, or any royal marines formed into a separate corps or battalion, shall be embarked as passengers in any of H.M. ships, the officers and soldiers shall, from the time of embarkation, strictly observe the laws and regulations established for the government and discipline of H.M. navy, and shall for these purposes be under the command of the senior officer of the ship as well as of the superior officer of the squadron, if any, to which such ship may belong.

“2. If any officer or soldier shall commit any act against the good order and discipline of the ship in which he is embarked, the commanding officer of the ship may, by his own authority and without reference to any other person, cause him to be put under arrest, or to be confined as a close prisoner, and shall thereupon, if he thinks the case requires it, transmit a report, in writing, of the charges against such officer or soldier to his superior officer, or if there be no senior officer present, to the commander-in-chief of land forces, in order that the offender may be brought before a military court-martial.

Movement of Troops by Sea.**Section XVII.****DUTIES ON BOARD SHIP—continued.**

"3. If any officer or soldier commits any act which, in the opinion of the commanding officer of troops, requires a trial by court-martial, such commanding officer shall, with the concurrence of the captain of the ship, cause him to be disembarked on the first opportunity, or to be removed to a transport ship, and be there proceeded against according to military law. No military court-martial shall be held on board any of H.M. ships in commission.

"4. If any private soldier shall commit any act against the good order and discipline of the ship, the commanding officer of the ship, if he thinks the case requires the infliction of any summary punishment, for which by the Regulations of H.M. Navy a warrant is necessary, shall apply for the concurrence, in writing, of the commanding officer of the troops as to the nature and amount of such punishment, if any, to be inflicted, and upon obtaining such concurrence in writing shall, by warrant under his hand, sentence the offender to suffer such punishment accordingly. The sentence shall in all respects conform to the provisions contained in the Naval Discipline Act, relating to summary punishments awarded by commanding officers. If the commanding officer of the troops shall decline to give his concurrence as aforesaid, he shall state his reasons in writing, and deliver the same to the commanding officer of the ship.

"5. The commanding officer of the troops, upon receiving a notification in writing to that effect from the commanding officer of the ship, may in respect of minor offences committed by any of the troops embarked, award such summary punishments as are permitted by the Regulations of H.M. Navy to be awarded without a warrant."

75. From the moment the troops are on board no officer is, under any pretence whatever, to quit his ship without special leave of the general or other officer under whose direction the embarkation takes place.

Officers not to quit ship after embarkation.

76. Soldiers are to assist in the general duties of the ship on deck, but are never to be employed in any position in which, from their lack of nautical skill, they may endanger either life or limb, such as employment at the wheel in heavy weather, and they are never to be compelled to go aloft. When employed in coaling, or as stokers or coal trimmers, they receive extra pay under Admiralty Regulations, but are not to be so employed unless they volunteer, and the medical officer in charge certifies that their health will not be injured thereby.

Employment of soldiers on board.

77. A money chest will be supplied by the Admiralty to each of H.M. troop-ships in which may be deposited for safe custody during the passage, money and valuables belonging to military officers and troops on board. On troops embarking, the chest and keys will be given by the paymaster of the ship to the commanding officer of the troops, and it will be entirely under

Custody of money and valuables during passage.

Section XVII.**Movement of Troops by Sea.****DUTIES ON BOARD SHIP—continued.**

his control and in his charge, or in that of such military officer as he may appoint, while the troops are on board. No money, jewels, or valuables of any kind will be taken care of by the paymaster, or any other naval officer. When the troops disembark, the chest and keys are to be returned to the paymaster of the ship.

Duties on board Her Majesty's Ships.

Duties on
board H.M.
troop-ships.

78. Instructions for the duties on board H.M. commissioned troop-ships are contained in the "Regulations for H.M. Troop-Ships," copies of which are in possession of general officers, and all regiments and corps.

Duties on board Hired Ships.

Command on
board hired
ships.

79. The military commanding officer, while taking care that discipline is observed by the troops, is to remember that the master of the ship has lawful authority to maintain good order amongst all on board, and in all matters necessary to ensure the safety of his ship and passengers, for which he is entirely responsible. He is bound to do all in his power for the comfort of those entrusted to his care. It is most important that the master, the military commanding officer, and the medical officer in charge should carry out their respective duties in harmony, in order that what is necessary for the maintenance of discipline and the comfort of those on board may be arranged without undue interference with the duties of the ship. The military commanding officer is to pay attention to every requisition consistent with the good of the service made to him by the master. In case of fire or other emergency, the commanding officer must specially remember the responsibility of the master, and render him every assistance, without attempting to take the command out of his hands.

Reference to
books of regu-
lation.

80. The commanding officer is authorised to apply to the master for a perusal of the form of charter-party, as well as of the regulations for H.M. transport service whenever he may require them.

Transport
officer.

81. When a transport officer is appointed to the ship, he will be the medium of communications between the commanding officer and the master.

Messing and
berthing of
the troops.

82. When troops arrive at the ship they will fall in by companies alongside, married men by themselves. The officer in command of each company will report the exact number of men present, and also the number on duty, sick, or otherwise absent. They will then be told off to their messes by the military commanding officer, under the direction of the embarking staff officer, in concert with the superintending transport officer. The men of the same company will be kept together as much as possible. The troops will be marched off by messes, each accompanied by a seaman, who will take them to their mess, and

Movement of Troops by Sea.

Section XVII.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

show them where to stow their rifles, valises, sea kits, etc. As soon as this is done they are to sit down in their messes and keep silence.

83. The mess utensils will be placed on the tables previous to embarkation, and the biscuit or bread for the day will be issued as soon as a non-commissioned officer is told off to act for the quartermaster.

Mess utensils prepared, and biscuit issued.

84. Upon embarkation it is the duty of the officers to see that the men are allotted to berths, divided into messes and watches, and instructed in the proper method of rolling up their bedding and slinging their hammocks; that their knapsacks or valises, arms, ammunition (if any), and accoutrements are properly disposed of in the places allotted for them; that their necessaries, when served out, are regularly marked, the hammocks and bedding are numbered, and all other duties regularly performed.

Officers to see after men's berths, &c.

85. An "officer of the day" is to be appointed on board each ship. It is his particular and immediate duty to see all orders obeyed, and every regulation for troops on board carried into effect. This officer is likewise to be considered as the officer of the guard. When there are more than two captains on board, besides the commanding officer, a captain of the day is to be appointed, to whom the officer of the day, and the subaltern officer of the watch, are to report all unusual occurrences for the commanding officer's information. Officers on furlough under Indian rules are not, unless it is absolutely necessary, to be detailed for any military duty on board troop-ships.

Officers on daily duty.

86. When, as is usual, a separate cooking galley is provided for the troops, the cooking must be done by them, and after embarkation the most competent man is to be selected to cook for the whole of the troops on board. He may be assisted by one or two men according to the numbers embarked. When a separate galley is not provided the cooking will be done by the ship's cooks, with assistance from the troops. A baker is provided by the ship to make and bake bread, but one or more soldiers, according to the numbers, are to assist him.

Cooking or troops on board.

87. Provisions are to be drawn daily by the quartermaster of the troops, placed in the issuing room provided for that purpose, and issued to the messes by the quartermaster. A victuallingscale is hung up in the issuing room and on each deck. Bread, when baked and cooled, is to be placed in the bread room under charge of the quartermaster ready for issue the next day. Troops are supplied with bread four days in the week; women and children every day.

Issue of rations.

88. Porter is always to be issued in the presence of the "officer of the day," and on the main or upper deck. When porter is not procurable, and rum, or any other spirit, is supplied with the ration, it is to be mixed with at least three parts of water to one of spirit, and issued in the presence of the officer of the day. On no account is any portion of the

Issue of porter or spirits.

Section XVII.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

- allowance of spirit, in its raw state, to be issued to the troops in the morning or before dinner.
- “Officer of the day” to attend meals.** **89.** At meal times the officer of the day is to attend to see that the men are regular at their messes, and no meals are to be taken anywhere but in messes except by special permission. Should any complaints be made to him, or should he observe any neglect in victualling the troops, he will report to the military commanding officer, who, if necessary, will call the master's attention to the matter in order that any substantiated complaint may be remedied.
- Boards of investigation.** **90.** As a rule, when any matter in connection with the accommodation, messing, &c., of officers, troops, or their families, requires investigation, boards should be held. The proceedings to be recorded in proper form and handed at the end of the voyage to the staff officer superintending the disembarkation.
- Fresh water.** **91.** Arrangements are made for the supply of water amply sufficient to provide for the daily consumption of the gallon per head allowed by the scale, and for a reasonable quantity in addition for washing and other purposes, but the commanding officer must use every precaution to prevent waste.
- Washing places.** Separate washing places are provided for men and women for washing themselves and their clothes.
- Latrines.** Latrines are provided for the use of the troops only. The non-commissioned officer in charge is to report any defects to the officer of the day. They should be frequently inspected.
- Slop shoot.** The shoot will always be open. Great care must be taken not to empty into the shoot anything likely to choke it. All slops to be thrown away at once. Nothing is to be thrown out of the ports, and bones, hard substances, and rags are not to be thrown down the water-closets.
- Wet clothes, &c.** Wet clothes must never be hung about the troop decks, washhouses, w.c.'s. or quarters, but are to be taken on deck and hung upon lines that will be provided for that purpose.
- Clothes stops.** Cord for clothes stops is to be drawn by the quartermaster from the master.
- Hospitals.** The hospitals are to be kept quite clear of boxes and baggage.
- Sentries, orderlies, &c., to be detailed.** **92.** Immediately after embarkation a guard is to be appointed to furnish sentries, orderlies, special duty men and police. The number of these, and consequently the strength of the guard will vary with the number of men embarked, but must be settled by the commanding officer in consultation with the master and the embarking staff officer, in concert with the superintending transport officer. When a large number of troops are embarked the following are necessary; but the numbers will be modified as circumstances may require:—
- Officers of the Day.** One officer of the day.
- Sentries posts.** One sentry each side of fore-castle.
- One „ on quarter-deck.

Movement of Troops by Sea.

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DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

One sentry over each latrine and washhouse.

One „ on each entry port or gangway.

One „ on the women's quarters.

One „ over baggage room.

Orderlies

Cooks and baker

Sergeants in charge of troop deck

Lamp trimmers

Hammock stowers

Swabbers to clean { Women's quarters, latrines, washhouses

Staff Sergeants' families do. } Married men.

Troop latrines

Officers' w.c.'s

Troop decks

In numbers as circumstances render necessary and practicable.

A trustworthy sergeant and a sufficient number of men, according to the numbers embarked, must be told off as "police." Their principal duties are to see that there is no smoking except on the upper deck, and that "lights" are put out at the proper time. They are also to see generally that the routine is carried out, and that there are no irregularities.

93. At sea, sentries should be armed with bayonets only. In harbour, those upon deck are to mount with their arms.

Arming of sentries.

94. In the case of a regiment or battalion embarked, the following arrangement may be adopted in carrying out the guard duties:—

Arrangements for carrying out guard duties.

a. A strong company is to be selected by the commanding officer, and to be specially detailed for guard duty, either for the whole period of the voyage or for a week at a time, at the discretion of the commanding officer.

b. The company selected is to be relieved from all other duties on board, and, if practicable, berthed separately in a convenient part of the ship.

c. The company to be told off into as many reliefs as possible for each post, and the sentries relieved every two hours.

d. When the weekly turn of guard is adopted, the relief of the whole guard should take place at 8 o'clock a.m. on Saturday morning.

When other troops or mixed detachments are embarked the commanding officer must exercise his discretion in apportioning the troops to the various duties on the principle herein detailed.

95. As soon as the guard and special duty men are told off, the remainder of the troops are to be divided into three watches, each watch being on duty for 12 hours. Hours of relief 8 a.m. and 8 p.m.

"Watches" on board.

One watch is to be constantly on deck under the command of an officer. The watch is to be divided into four sub-divisions for

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Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

work when the numbers admit of that division; one to be stationed on the fore-castle, two on the quarter-deck, and one near the mizenmast. The mustering stations for the watch are the port gangway by day and the quarter-deck by night. When not employed, they are to remain on the gangways, but in cold or wet weather care should be taken that the troops are not unduly exposed by being compelled to remain on deck, more particularly in cases of men prostrated by sea sickness.

In bugle sounds the watches will be distinguished by one, two, or three G's.

Reading of
"Precautions
against fire."

96. When the troops have been told off, the "Precautions against Fire" are to be read to them, and the men stationed for fire. This must be done on the day of embarkation.

Hammocks
and bedding.

97. Soon after the troops have been embarked the quarter-master will draw from the master the hammocks and bedding he may require for the use of the troops. Wooden tallies bearing the numbers of the messes, with a distinguishing letter for each man, will be issued and are always to be attached to the hammocks, and bedding. Troops should be mustered as soon as possible after the issue with their bedding, to see that it is complete and the tallies attached. This should also be done frequently during the first fortnight, and occasionally subsequently at irregular periods, with a view to ascertain whether there are any deficiencies, and by what corps, detachment, or individual, articles have been lost. Mess utensils should also be occasionally inspected with the like object. (See para. 163).

Beds are to be rolled up and carried on deck as directed in para. 112 of this section. They are to be bestowed under the superintendence of the "officer of the day," and one or more non-commissioned officers, in such place as may be ordered, whence they are never to be removed before the appointed hour without permission having been obtained through the military officer of the watch.

When bedding is being taken down, the "officer of the day" is to attend to see that strict silence is observed and that there is no confusion.

Airing of
bedding.

98. In hot weather the bedding of the troops is to be aired as frequently as possible. This is to be done by troops, companies, and batteries in rotation, from day to day, except Thursday; the places where it is to be exposed being defined by the master. When troop bedding is unduly soiled, especially that used in hospital, it is to be soaked, wrung out, and dried preparatory to its being returned into store on board, although it will be ultimately landed for cleansing.

Decks allotted
to troops.

99. Decks are specially appropriated for the use of the troops, who are *never* to go into that part of the ship allotted to the crew; nor are the crew allowed to go on the troop decks unless duty requires it.

Cleaning of
troop decks.

100. The troop decks are to be cleared of all persons from 7.45

Movement of Troops by Sea.**Section XVII.****DUTIES ON BOARD SHIP (*hired ships*)—continued.**

a.m. to 11 a.m., except those detailed for the purpose of cleaning them, who will remain until they go on deck to parade at 10 o'clock, leaving below only the sergeants in charge of the decks and the mess orderlies. The non-commissioned officer in charge of the women's quarters is also to remain to answer for their condition.

When the decks are cleared sentries will be placed over the hatchways to prevent any persons but orderly men, officers' servants, the pay-sergeants of companies, or persons who may be required to attend school, orderly-room, or musketry instruction, from going below, in order that the decks may have sufficient time to get thoroughly dry.

The troop decks are not to be washed down in the ordinary way more frequently than may be absolutely necessary to ensure cleanliness and health, and care is to be taken that the decks when so washed are well dried before the troops are allowed to go upon them. Airing stoves will be used when necessary.

In cold and damp weather the troop decks are to be cleaned either with hot water and brushes, or in very wet weather, which will not admit of the men being sent on deck whilst the berth decks are being dried, they are only to be sanded with hot dry sand, and well swept without the use of water. Everything requisite for cleaning the decks will be issued by the ship.

101. The cowls and other arrangements used for the thorough ventilation of the ship are to be carefully attended to. Wind-sails, especially in hot climates, are to be kept hoisted and trimmed, and care taken that the ends of them below deck are not tied up by the men. In ships fitted with Edmonds' system of ventilation, strict attention is to be paid to the "Directions," and while the troops are embarked, the steam is to be turned on for a quarter of an hour during every hour in the first and middle watches, and at such other times as may seem desirable, according to circumstances. Ventilation.

102. The sergeants of troop decks are responsible for the general good order and cleanliness of those portions of the deck and the messes under their charge. They are to see that nothing is thrown out of the ports or hung up in them. They are not to allow any packs or bundles to lie about the decks, but to see they are put up neatly overhead. They are instantly to report any man who shall attempt to smoke between decks. Duties of sergeants of troop decks.

They are to see that the hammocks are properly hung up; also that they are cleared off the decks at the proper hour in the morning.

They are to see that the mess utensils are kept clean and in their places at the morning inspection, at which time any breakages or deficiencies should be reported. At evening "rounds" men remaining on the deck are to be in or on their hammocks, and they are to keep perfect silence.

Section XVII.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

The sergeants in charge of the main and lower troop decks are to report at 10 a.m., both at sea and in harbour, and at 8.30 p.m. at sea, and 9 p.m. in harbour, to the officer of the day that their decks are ready for inspection; and they are to accompany the officers going the rounds.

Cabins to be locked in port. **103.** It is advisable to keep the cabins locked when *in port*. Money or valuables should not be left about.

Lights in cabin. No candle is to be left alight unless there is some one in the cabin, nor are the lights ever to be removed from the lamps. Inflammable substances are never to be put near the lamps.

Wet clothes. Damp or wet clothes are not to be hung up in the cabins, as lines for that purpose will be provided on deck.

Bed linen will be provided for military officers and their families, and will be changed every week.

Towels for washing, and table napkins are not provided.

Nothing is to be thrown overboard through the cabin ports or scuttles, but all slops are to be taken to the ash-shoot.

Officers occupying a cabin will be held responsible that it is left in the same state as when they took possession of it. They will be required to pay on board for damage.

Bodily exercise and recreation. **104.** Exercise being indispensably necessary for the preservation of health, every encouragement is to be given to the men to use such as may be found practicable, as dancing, gymnastics, wrestling, &c. Any diversion calculated to promote bodily exercise is to be permitted as frequently as possible.

Bathing in harbour. **105.** When in harbour, if no danger is to be apprehended from sharks, such men as are known to be proficient in swimming may be permitted to bathe, provided a boat, manned, be at hand for the purpose of attending to the bathers, only ten of whom are to be allowed to be in the water at the same time, and those upon one side of the ship. Without this precaution no man is to be allowed to bathe from on board.

Fruits and vegetables. **106.** On the arrival of vessels with troops at ports in tropical or semi-tropical climates, the troops are to be allowed to purchase, or to be supplied with, such fruits and vegetables only as the medical officer in charge may recommend.

Sale of liquor. **107.** On all occasions of troop-ships being in harbour, every precaution is to be taken to prevent intoxicating liquor of any kind being brought on board, for sale amongst the men.

Routine for Troops, Bugle Calls, &c., on board Hired Ships.

Parade once a week. **108.** The troops are to be paraded in marching order once in each week, when the officers are to see that their necessaries are complete, and that the whole of their arms and appointments are in serviceable order.

Drill of recruits. Recruits or awkward men are to be drilled, when practicable, an hour in the forenoon and an hour in the afternoon.

Morning parade. **109.** The regular morning parade is at 10 a.m., when every

Movement of Troops by Sea.**Section XVII.****DUTIES ON BOARD SHIP (*hired ships*)—continued.**

man is to appear as clean as his employment will allow; in warm climates with feet bare. The cooks are to appear clean on parade once a day.

On Sundays the troops are to be ready for Divine Service by 10.15 a.m.

110. Divine Service is to be performed on every Sunday when the weather will permit. If there be no clergyman on board, and the master does not undertake the duty, the commanding officer will arrange for its performance. Divine Service.

111. Smoking is allowed on the upper deck only; and is strictly prohibited between decks. Spittoons will be provided, and spitting on the deck or over the side is forbidden. All tobacco pipes are to have wire covers to guard against risk of fire through loose particles of burning tobacco flying about. Safety lanterns for lighting pipes are provided. Smoking on board.

In bad weather, and when practicable, awnings will be sloped to shelter officers and men while smoking.

112. Table of Bugle Calls:—

Bells.	Time.	Bugle Calls.	Meaning.
	A.M.		
4	6.0	Reveille	Turn out and stow hammocks; bedding for airing taken on deck.
5	6.30	Ration	Cooks draw breakfast.
6	7.0	Breakfast	Sit down to breakfast.
7	7.30	Rise	The day watch will go on deck clean. The watches below will clean their messes and troop decks, and then themselves, after which all but the mess orderlies and troop deck swabbers go on deck, and remain there till after the inspection.
8	8.0	Fall in, followed by one, two, or three G's	Day watch of troops fall in. This watch will be on duty till 8 P.M.
4	10.0	Assembly	Parade. All the troops, except the cooks and mess orderlies, fall in on the upper deck for inspection. The military officers of the day inspect troop decks and messes to see they are clean and in order.
5	10.30	—	Aired bedding to be rolled up and stowed.
7	11.30	Ration	Cooks draw dinner. Up porter.
8	NOON.	Dinner	Sit down to dinner.
	P.M.		
1	12.30	Grog	Issue of porter under superintendence of officer of day.
2	1.0	Four G's	Sweep out messes, and take all dirt to ash-shoot in waist. Sweepers fall in and sweep all decks.
3	1.30	Rise, and then fall in, followed by one, two, or three G's	Troop decks to be cleared for sweeping. Watch to fall in. When troop decks are cleared up, bugle will sound, and all but the watch on deck can go below.

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Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*hired ships*)—continued.

Bells.	Time.	Bugle Calls.	Meaning.
8	A.M. 4.0	Ration	Cooks draw tea.
1	4.30	Supper	Sit down to supper.
2	5.0	Rise	Clear troop decks of all but swabbers and mess orderlies, who will sweep out the messes and decks.
3	5.30	Quick	Take down hammocks.
8	8.0	Close	Clear up decks for the night.
8	8.0	Fall in, followed by one, two, or three G's	Night watch of troops fall in. This watch will be on duty till 8 A.M.
	8.15	Lie down	Lights out. Every man to be in or on his hammock.
1	8.30	—	Rounds by the officer of the day and police.
2	9.0	Retire	Every one below but the watch of troops and sentries.
6	11.0	—	Lights out in saloon.

GENERAL CALLS.

Halt	Silence—Every one to remain still.
Advance	Carry on—that is, continue your business.
Retire.. ..	Every one off upper deck but the watch of troops.
4 G's	Sweepers.
4 G's and double	Swabbers.
Alert, followed by halt	Man overboard.
Cease firing	Leave off smoking.
Commence firing	Permission to smoke.

FIRE CALLS.

Alarm (prepare for Cavalry)	Fire.
Commence firing	Heave round the pumps.
Cease firing	Avast heaving the pumps.

Movement of Troops by Sea.

Section XVII.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

113. Routine for women :—

Bells.	Time.	
	A.M.	
5	6.30	All bedding to be rolled up.
6	7.0	Breakfast.
7	7.30	Women's quarters to be cleared of women and children until 11 A.M. Swabbers scrub the place out if weather permits.
8	NOON	Dinner.
	P.M.	
3	1.30	Women's quarters to be cleared of women and children until 3 P.M. Swabbers clear up and sweep the place out.
1	4.30	Supper.
	SUNSET.	All women and children to go below.
8	8.0	All women and children to be in bed. Swabbers clear up for the rounds.
1	8.30	Rounds.

On Thursdays all bedding and boxes to be taken on deck (if weather will permit) and the bunks and quarters to be thoroughly scrubbed with hot water and soap. Airing bedding of women.

114. No man is to be permitted to go into the women's quarters between the hours of 8 p.m. and 8 a.m. (with the exception stated in the "Orders for Sentry on Women's Quarters"), nor is any man to go into them during the day, except those who keep them clean, or who, when married, are passed by the non-commissioned officer on duty on that deck. These quarters are to be cleared of their occupants by 7.45 every morning, and kept clear until 11 a.m., in order that sufficient time may be allowed for them to be cleaned and to get thoroughly dry. No wet linen, wet clothes, or damp towels are ever to be hung up in them, but always taken on deck to dry. The non-commissioned officer in charge must be careful that slops are not suffered to remain unemptied, or to be emptied in the closets; they are to be taken to the ash-shoot. He is to report any women or children of dirty habits. Women's quarters.

115. At the cry of "Man overboard," the bugler on duty will, without further orders, at once sound the "Alert," followed by the "Halt." This order should be thoroughly explained to all buglers and troops as early as possible. Every soldier, woman, and child will stand fast and remain quiet; people below will remain below. "Man overboard."

116. Military officers are strictly enjoined not to hold any conversation with the officers of the watch, the quartermasters, or the men at the wheel, and not to go on the bridges at any time without permission. Officers not to converse with sailors on duty.

117. The "Officer of the Day" is to command the guard, and will be held responsible that the sentries are posted and in- Duties of "Officer of the Day."

Section XVII.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*hired ships*)—*continued.*

structed in the duties as soon as practicable. He will be held generally responsible that the routine appointed for the troops is carried out, and will be referred to when necessary in all matters not requiring the intervention of the commanding officer of the troops, giving every assistance in his power to the officers of the ship.

He is to attend when bedding is being taken down, to see that it is done in an orderly manner without noise or confusion.

He is to see that all hammocks and bedding are stowed in the proper places at 6 a.m.

He will ascertain from the master if bedding can be aired each morning, and see it properly secured to the ridge ropes round the forecastle and ship's side before the funnel.

He will see that the troop-decks are swept clean after the hammocks are up, and before and after each meal; also that the troop-decks and women's quarters are cleaned at the regulated time, being cleared at 7.45 a.m. of all persons except the mess orderlies, their assistants, and the deck-swabbers; he is to report them cleaned to the commanding officer, and to accompany that officer when he inspects the decks.

After the troop-decks are cleaned, he is to cause sentries to be posted at the ladderways, with orders not to permit any troops, women or children to go below: such sentries to be taken off at 11 a.m., at which hour the troops can go below again.

He is to inform the master when prisoners or lunatics are on deck for airing; also when they have been replaced in the guard room and cells.

He is to see that the lights are put out on the troop-decks except those required to burn all night, at 8 p.m. at sea, and at 9 p.m. in harbour, and report them out to the commanding officer.

118. The "Military Officer of the Watch" is to remain on deck unless on duty elsewhere. He is to see his watch correctly mustered at five minutes after it is called during the day, and ten minutes after it is called during the night. Whenever his men are called for work he is to attend with them, and see that the wishes of the officer of the watch are properly carried out.

He is to visit the sentries hourly during the day and night, to see that they are on the alert, that there is no smoking, and that there are no lights except those allowed.

He is to cause a non-commissioned officer to visit the sentries every half-hour during the night watches.

The watch is to be mustered on that part of the deck assigned to it, viz., the port gangway by day, and the quarter-deck by night.

On mustering the watch at night it should be explained to the men that, with the exception of those told off for special duties, they will not be again mustered unless wanted, but they must

Duties of
"Military
Officer of the
Watch."

Movement of Troops by Sea.

Section XVII.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

remain on deck ; and if their " watch call " is sounded they must rouse up smartly, and repair to their mustering stations for orders.

He is to prevent anyone from sleeping on deck unless under an awning.

119. The " Medical Officer in Charge " of the troops is to furnish the military commanding officer daily with a report of the sick officers, men, women, and children under his care.

Duties of
" Medical
Officer in
Charge."

The appearance of any contagious or infectious disease is to be immediately reported to the commanding officer who will at once consult the master, and they will take such steps as they may deem requisite.

Full particulars of births and deaths must be made in writing to the master of the ship by the medical officer with as little delay as possible, for register and insertion in the log.

The medical officer is to demand daily before 10.30 a.m., the medical comforts, &c., required for the sick ; and he is to give the master of the ship a receipt for the same when requested to do so.

He is to furnish a list to the commanding officer before 8 p.m. every evening of such invalids as may require lights in their cabins during the night, in order that directions may be given to allow it.

In transports he is to take sanitary and medical charge of the ship and crew, and should frequently inspect the quarters occupied by the crew, calling attention to any neglect of cleanliness, &c. He should take great care that the bilges are kept sweet, and that as good a sanitary condition as is possible is maintained.

In troop freight ships, if there is no ship's surgeon on board, the same course is to be followed.

A special dispensary for the use of the troops is provided and fitted on board.

Dispensary.

For the charge of hospital and to care of the sick, a certain number of the Army Hospital Corps will be detailed by the Army Medical Department, and embark with the troops. They will be berthed in hammocks, and have a mess table as near the military hospital as possible.

Care of sick.

SENTRIES' ORDERS.

120. The sentry on the forecastle is to prevent—

Any person from blocking up the ladders, spitting about the deck or over the side, and throwing dirt or slops over the side or on the deck.

Any person from getting on the ventilators, or into the hammock boxes, or hanging clothes on, or putting anything into the ventilators, or any of the troops from going aloft.

Orders for
sentry on
forecastle.

Section XVII.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

Any soldier, woman or child, from going on the part of the deck appropriated to the ship's company.

Any person from sitting on the ship's side rail, or about the rigging.

He is not to interfere needlessly with ship's officers and crew.

He is to report all persons acting contrary to his orders.

At the alarm of "man overboard," he will remain at the top of the ladder and prevent any troops from going up or down, until the lifeboat is hoisted up again.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Orders for
sentry on
wash-houses
and latrines.

121. The sentry on wash-houses and latrines is to prevent—

Persons from lighting pipes at any place, except at the smoking lights provided for the purpose, and which are to be in his charge.

Any noise or irregularity in the latrines or wash-houses.

Any person from touching the police or other lights, except the men told off for that duty.

Any child from going into the wash-house or latrines, or any child remaining near those places.

Any troops from going on to the seamen's mess deck.

He is not to interfere needlessly with ship's officers and crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Orders for
sentry on the
quarter-deck.

122. The sentry on the quarter-deck is to prevent—

Any soldier, woman or child from coming abaft the marked off spaces, except for using the ladders.

The ladder from being blocked up;

Soldiers or children from climbing about the rails or rigging;

Any person from lounging about the upper deck gangway.

At the alarm of "man overboard" he will remain at the top of the ladder, and prevent anyone, other than the ship's company, from going up or down, until the life-boat is hoisted up again.

He is not to interfere needlessly with ship's officers and crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

Orders for
sentry at en-
try port or
gangway.

123. The sentry at entry port or gangway is to allow no person to lounge about the entry port or gangway.

He is to prevent—

Any noise or irregularity at the entry port;

Movement of Troops by Sea.

Section XVII.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

Any person (officers excepted) from leaving the ship after dark without permission ;

Any person from lounging about the ladders ;

Anything from being thrown out of the entry ports ;

Any arms, accoutrements or clothes from being left about his post ;

Any women or children from remaining on his post, except in the part marked off for them.

He is not to interfere needlessly with ship's officers or crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

124. The post of the sentry on "women's quarters" extends across the deck at the door of the women's quarters.

Orders for sentry on women's quarters.

He is to prevent—

Any man except the persons in charge of the place, or those passed in by a non-commissioned officer on duty, from going into these quarters during daylight, and every person, except those on duty, after 8 p.m. ;

The ladders from being blocked up, or children climbing about on them ;

Any person from touching the police or other lights, except the men told off for that duty.

He is to see that the lights in the women's quarters are kept lighted, pointing out to the rounds should any have gone out.

He is not to allow any person to leave his hammock or bed after the rounds are gone, except for the purpose of going up to the latrines.

He is not to interfere needlessly with ship's officers or crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

125. The sentry on baggage-room is to prevent—

Orders for sentry on baggage room.

The baggage room from being opened except in the presence of a ship's officer, and the officer of the day ;

Any slops or dirt from being thrown about the deck, or out of the scuttles ;

Any smoking, noise, or irregularity ;

Any clothes or towels from being hung up or laid about ;

Any person from touching the police or other lights, except the men told off for that duty.

He is not to allow any person to leave his hammock or bed after the rounds are gone, except for the purpose of going up to the latrines.

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Section XVII.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*hired ships*)—*continued*.

He is not to allow any women or children on the lower troop deck.

He is not to interfere needlessly with ship's officers or crew.

He is to report all persons acting contrary to his orders.

Should he discover "Fire" on or near his post, he is to make the same *quietly and immediately* known to the officer of the watch on the bridge, for which purpose he may temporarily quit his post.

PRECAUTIONS AGAINST FIRE AND FIRE STATIONS.

Precautions
against fire.

126. No smoking is allowed except on the upper deck. No tobacco pipe is to be used without a wire cover.

No person is allowed to have in his possession any description of match or vesuvian.

No lights are allowed on the troop decks except the regulation police and safety lamps.

Lamps are never to be opened except by ship's officers or by the appointed lamp trimmers.

Discovery of
fire.

127. It must be impressed on the officers and men that on the occurrence of "Fire" the most important and essential thing is "Silence," and a quiet and thorough carrying out of orders. Any confusion is likely to sacrifice the lives of all on board.

Any one discovering fire is to make it quickly known to the officer of the watch, who will at once cause the bell to be rung quickly and the buglers to sound the alarm.

The means provided for extinguishing fire are as follows: one or more steam hoses; portable pumps with hoses; fire buckets with lanyards long enough to reach the water from the highest part of the upper deck or poop; starting hoses for the hatchways; fire tubs; wash-deck buckets, &c. The number of these appliances vary with the size of the vessel, but copies of these "Precautions" will be posted about the decks, and on them will be written the means provided in the vessel.

A non-commissioned officer and two privates are to be stationed to each portable fire engine, each steam hose, each starting hose, also for charge of fire buckets, and for charge of tarpaulins for covering hatchways. The men stationed to engines and hoses must be instructed how to use them.

Pumping parties of 6 men are also to be stationed to each portable fire engine.

If the guard is not sufficiently large to give enough men for the duties assigned to it in the fire stations (Para. 128), a sufficient number of trustworthy men must be selected to join the guard on an alarm of fire. The men should be frequently exercised at fire stations until they know them well, and then once a week.

Every evening before the hammocks are taken down the portable fire engines are to be prepared for use. All hoses

Movement of Troops by Sea.
Section XVII.

DUTIES ON BOARD SHIP (*hired ships*)—continued.

screwed on, starting hoses, fire tubs, fire buckets, and tarpaulins for covering hatchways, all placed ready for use.

This is all to be done by the men stationed to them under the superintendence of the "officer of the day," who is to report to the military commanding officer when all is ready.

Copies of these "Precautions against Fire" are hung about the troop decks, and are to be read to the troops the day they embark.

FIRE STATIONS.

128. When the fire bell is rung "buglers sound the alarm."

Duties of the troops in case of fire.

Strict silence is to be preserved. The Commanding Officer, with one or more selected officers, will go on deck and preserve discipline and carry out the orders of the master. Two or more intelligent men are to be told off as messengers to accompany the commanding officer.

The adjutant with the serjeant-major, a bugler and messengers will at once proceed to the fire and assist the chief officer.

The medical officers will repair to the hospital and prepare to move the sick if required.

The quartermaster is to see that all the cabins are clear, and then remain with the ladies in the saloon.

The other officers, according to their numbers, must be stationed on the different decks and see that orders are promptly carried out.

The guard will fall in on the poop, or after part of the quarter-deck, bringing the prisoners with them, and then load with ball cartridge. The "officer of the day" will post double sentries over porter and spirit rooms, and the remainder of the guard over the boats, with strict orders to allow no one to enter them until the master orders.

The non-commissioned officers and men specially stationed to fire engines, steam hoses, and starting hoses, will at once go to them and prepare them for use.

Pumping parties will fall in at their engines, Men in charge of fire buckets will get them down ready for use.

Men stationed to tarpaulins will get them ready for covering hatchways.

Hammock stowers will go to where the bedding is stowed, unlash it, and be ready to pass the blankets down for wetting.

Mess orderlies go to their messes, close ports, and wait orders.

The serjeant-major proceeds at once to the fire, all other non-commissioned officers not specially stationed will remain where they may happen to be and preserve order.

All men specially stationed go at once to their stations.

The watch fall in on port gangway. Get windsails down, carry out any orders for shortening sail, &c., and will then be divided to pass fire buckets along.

Section XVII.**Movement of Troops by Sea.****DUTIES ON BOARD SHIP (*hired ships*)—*continued.***

All men not belonging to the watch fall in on starboard gangway and wait for orders to wet and pass along blankets, &c.

Men specially stationed at once to go to their stations. Any belonging to the watch go on deck, the remainder fall in, keep silence, and wait orders.

Sergeants and corporals on the decks see this duty is done without noise.

Ladies and children are to dress and go into the saloon, and remain there under the charge of the quartermaster of the troops.

All officers to whom no duties are assigned, also all civilians and second class passengers, are to repair to a place which will be allotted for them on the quarter-deck, observing strict silence.

If the fire occurs during the day, the women and children are to remain on the starboard gangway; those who may be in the women's quarters when the fire bell is rung are to remain there, under charge of the sergeant of the women's quarters, till they are ordered on deck.

The men of the Army Hospital Corps and the sick are to repair to the hospital and remain there for orders.

In ships carrying horses as many men as can be spared should be sent to stand at the horses' heads to keep them quiet.

If the fire takes place at night the same instructions are to be observed.

The men in their hammocks will turn out of them and lower them on to the deck, and go to their stations.

The mess orderlies will close the ports and scuttles, and then place all the bedding close to the ship's side.

The sergeants of the troop decks are to especially attend to the mess orderlies carrying out those duties.

The women and children are to dress and remain in their quarters, under charge of the quartermaster-sergeant and sergeant of the quarters.

Copies of these "Fire Stations" are posted about the troop decks, and the troops are to be stationed as soon as possible after embarkation.

EMBARKATION OF MOUNTED TROOPS AND HORSES.

Fitting of
horse trans-
ports.

129. Detailed instructions for the fitments of horse-transport (to be found in the "Regulations for H. M. Transport Service") contain working-drawings, specifications, and other details necessary for the guidance of all employed in equipping such ships. Horse-hammocks are included in the equipment provided by the Admiralty; a set, without breeching, for every horse, and six per cent. of veterinary slings complete in addition; also horse-boxes, when required.

Movement of Troops by Sea.

Section XVII.

DUTIES ON BOARD SHIP (*horse ships*)—*continued*.

130. Previous to embarkation, all horses are to be carefully inspected by a veterinary officer, to see that they are in good health, and free from infectious or contagious diseases. Horses for service should be carefully selected, very old horses, or those possessing delicate constitutions, should not be embarked. The veterinary surgeon in charge at the time of selection must be prepared to furnish the medical history of every horse.

Horses for
embarkation.

131. Troop-horses require great attention at the time of embarkation, and while they are on board ship. Horses should not be in high condition when embarked. Officers should be careful not to embark chargers in hunting condition. Low diet and the administration of a dose of physic some days previously are excellent preventives of disease. Long, slow, steady work is to be given to horses, and they should be kept in a cool state previous to their embarkation. They are to be kept fasting and without water for some hours before being put on board, as slinging them is more likely to prove injurious when they are distended with food; and they will sooner become reconciled to their change of quarters, and take to their feed on board, when these measures have been adopted. The shoes are not to be removed.

Treatment of
horses before
embarkation

132. On arrival abreast the ship "mounted men" will at once "unsaddle" and "unharness" their horses, and put on the ship's halters, which will be laid out ready for them. The saddlery and harness is to be fastened up in bundles ready for carrying it on board. "Dismounted men" will, on arrival fall in, be told off to messes, march on board, stow away their arms and kits, and then return to the quay and relieve the "mounted men." When again relieved they will get the light luggage on board.

Duties of
"mounted
men."

"Dismounted
men."

133. As soon as relieved by the dismounted men, the mounted men will fall in, be told off to messes, march on board, stow away their arms and kits, go back for the saddlery and harness, carry it on board and lay it down outside the saddle and harness room; they will then return at once to their horses and prepare to embark them. An officer and small party of men are, at once, to be told off to receive the saddlery and harness and stow it in the proper place.

Stowage
saddlery
harness.

134. Gunners will take the ammunition on board and place it in the magazine, and then prepare the guns, carriages, wagons, &c., for embarkation. Whenever possible, the guns, wagons, &c. will be hoisted in without being dismounted. The Commissariat and Transport Corps will prepare their wagons for hoisting in. As a rule they need not be taken to pieces, and when practicable they will be hoisted in loaded. All the small gear is to be carefully collected, tied together, labelled, and stowed in the storeroom provided for it.

Ammunition.

Wagons, &c.

Small gear.

135. In all cases where it is practicable, horses should be walked on board from the pier or jetty, and down the hatch-

Placing of
horses on
board.

Section XVII.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*horse ships*)—*continued*.

ways to their stalls between decks. By dispensing entirely with slinging, a great saving of time is effected.

Embarkation. **136.** An officer and six resolute men (who should take their spurs off) from each troop, battery, or company, must be sent to the stable deck to receive the horses. Any large horses must be separated from the rest, as they should be placed in the "larger stalls" that are provided. Kickers should, when possible, be put in end stalls and the kicking boards provided put up. A quiet horse must be selected to lead the way, and the others will follow on quickly, leaving no intervals.

How to be placed in stalls. **137.** On reaching the stable deck, the horses will be at once led into the ranges of stalls and the far ends filled up first, care being taken to place the horses as they have been accustomed to stand in their stables. The hammocks will be passed loosely round them and their parting bars placed. Every twentieth stall is to be left vacant as a "spare stall." As soon as possible after embarkation the horses should have a light feed with hay.

Horse hammocks. **138.** The hammocks should always be kept round the horses, but just clear of them: the ropes will be securely fastened, so that if the horses lose their footing, they might be saved from falling down; but the weight of the horses should not be put on the hammocks with the intention of resting them except in very fine weather.

Feeding on board. **139.** For the first few days on board ship, food is to be rather sparingly given, and bran is to form the larger portion of the horse's food; but after he becomes reconciled to his altered circumstances, and as his appetite increases, he is to be more liberally fed. Horses should receive at least eight gallons of water daily, and be watered three times a day.

Head-collars. **140.** The head-collar supplied by the ship is the only safe fastening on board, and there should be two shanks to each collar. The horse's head should be tied rather short than otherwise, and there should be several spare collars on board. When mules are embarked, chain collar shanks instead of rope should be used.

Arrangements in rough weather. **141.** In rough weather, if the vessel should labour very much, it will be found necessary to have all the men who can be spared to stand to their horse's heads, as the horses will be less disposed to be frightened when the men are near them. Fine cinders should also be sprinkled under each horse to give him firm hold.

Wind-sails and ventilation of ships. **142.** Too much attention cannot be paid to the constant trimming of the wind-sails, which must be kept full to the wind. Sickness amongst the horses is invariably greatest where there is most motion, as in the fore and after part of the ship; for the same reasons horses suffer most in rough weather. A high temperature is not necessarily injurious, provided the atmosphere is pure, and the horses are not exposed to direct draughts

Movement of Troops by Sea.

Section XVII.

DUTIES ON BOARD SHIP (*horse ships*)—*continued.*

of cold air; but they suffer most when exposed to rapid changes of temperature. Care is to be taken to throw a stream of fresh air down the fore hatchway by means of the wind-sails, the lower ends of which are to be carried to within about a foot of the flooring. Nothing is to be permitted to be on the decks which is likely to interfere with the thorough passage of the air, or choke up the apertures to the ventilators. Air scoops are provided for each scuttle for use in hot weather.

143. It is impossible to pay too much attention to cleanliness. No dung or urine is to be allowed to remain in the stalls or decks. The dung should be at once carried in the baskets to the nearest appointed place for throwing it overboard. The urine, when it does not flow overboard, is led down into the bilge in the engine-room, and pumped out by steam. When not steaming, the donkey-engine will pump it out. When the urine is led into tanks, it is necessary to pump out the tanks every four hours. Great care must be taken to prevent the scuppers being choked; if it does happen the master should be informed, and he will have them cleared by means with which he is provided.

Cleanliness.

Dung.

Urine.

How led off
and pumped
out.

144. There is on board an abundant supply of all necessary articles for cleaning and other purposes. See Appendix X of Transport Regulations.

Supply of
articles for
cleaning, etc.

145. The horses should be shifted daily from stall to stall by means of the spare stalls, and the platforms lifted up, and the deck cleaned underneath them. The horses themselves should be well groomed and rubbed. Vinegar is provided for sponging their nostrils, &c.

Horses shifted
for cleaning.

146. In many cases it is possible to bring the horses out on the decks, coir mats, provided for that purpose, being first laid down. This is very beneficial to them.

Horses
brought on to
the decks.

147. A dispensary, with medicines, supplied by the Veterinary Department, is provided, and there is an ample supply of disinfectants on board, including gypsum for absorbing the urine. A veterinary surgeon will, when available, accompany every horse transport.

Dispensary.

Veterinary
surgeon.

148. Loose boxes are provided for sick horses, and there are portable boxes on board fitted with slings, by means of which horses can be sent on deck for an airing, or shifted about as required for their health. On these occasions the boxes should be placed "athwart ship." Veterinary slings are also provided for sick horses.

Loose boxes.

Portable
boxes.Veterinary
slings.

149. Copies of the scale of forage and of instructions for stable duties and feeding (para. 154), are hung up about the decks. It is most important, however, that the full ration should not be issued unless the horses require it, as experience has shown that for the first few days they do better on a smaller allowance, particularly of oats. A supply of carrots is put on board to be used as thought best.

Issue of
rations.

Section XVII.

Movement of Troops by Sea.

DUTIES ON BOARD SHIP (*horse ships*)—*continued*.

Watering the horses.

150. Watering the horses is carried out by means of pumps fitted on each stable deck. A large tub is provided for each pump; this tub is filled, the iron buckets dipped into it, and the water carried round to the horses. Tubs are also provided for bran-mashing. The pumps are to be kept locked and only used for watering the horses.

Stable guard.
Lights.

151. A stable guard must be told off as soon as the men are embarked. The decks are to be well lit and candles are provided for burning all night.

Saddle and harness room.

152. Space is provided for all the saddles and harness to be stowed in the "saddle and harness" room, but it is to be brought on deck to be cleaned and aired at least once a week.

Everything in its proper place.

153. Places are provided for everything, and much confusion is avoided if from the first the men are made to keep everything in its proper place.

Forage scale and stable duties.

154. Forage Scale and Stable Duties—

FORAGE SCALE.

The daily allowance for each horse or mule is—

Water	8 gallons.
Oats	5 lbs.
Bran	5 "
Hay	10 "
Carrots (when advisable).					
Vinegar	$\frac{1}{2}$ gill.
Nitre	$\frac{1}{2}$ oz.

McDougall's powder	5 oz.
Chloride of lime	1 "
Powdered gypsum	2 "

This quantity is to be put on board for each animal daily, but it is to be used at discretion of commanding officer.

STABLE DUTIES.

Morning stables.

Rake the stalls well out to the rear, sweep up the passage behind the horses, and sprinkle disinfectants, water the horses, sponge nostrils, eyes, &c. Feed with hay, after watering, and then with oats or bran, as ordered.

Mid-day stables.

Shift horses into spare stalls, and out on to the deck when practicable; pick out and wash feet, and examine shoes; any loose shoes to be fastened at once, and slight injuries attended to; thoroughly groom the body, brush and hand rub the legs, brush out the mane and tail, and sponge nostrils and face.

Each stall to be thoroughly cleaned, and platform to be raised and cleaned. Deck underneath to be dried, and disinfectants to be freely used.

Movement of Troops by Sea.

Section XVII.

DUTIES ON BOARD SHIP (*horse ships*)—continued.

When the horses are clean, water, and then feed with oats or bran as ordered.

After dinner the horses are to be fed with hay for an hour.

Rake the stalls well out, sweep up, sponge nostrils, &c., as in morning stables. Evening stables.

Water and then feed with oats or bran as ordered.

Stablemen to feed horses with remaining portion of hay.

III.—DISEMBARKATIONS.*

155. Officers embarked in the command of troops, on touching at any port, are immediately to communicate with the general or other officer commanding at the station; and if junior to such officer they will personally report to him the state of such troops. During their stay at any port, all officers are to appear on shore in their proper uniform, and to conform, in every particular, to the regulations and discipline of the garrison. When a ship from abroad with troops on board touches at any port at home, a telegram is to be sent immediately to the Quartermaster-General, Horse Guards, War Office, by the officer commanding at the port, if a garrison, and, if not, by the commanding officer on board, stating name of ship, whence arrived, and what troops are on board. Commanding officers to report arrival.

156. On the arrival of troops in the port of destination, the general or other officer commanding is to order the ship to be immediately visited by a staff officer for the purpose of making all necessary arrangements for their disembarkation. Arrival at destination.

157. Disembarkation returns on the prescribed forms (Army Form B. 135, late W.O. Form 724 for regiments, and Army Form B. 125, late W.O. Form 726 for detachments) will be prepared in triplicate by the officer commanding the troops on board, and handed over, together with any remarks which it may be necessary to make for the information of the Commander-in-Chief, to the disembarking officer for transmission in duplicate through the general officer at the station to the Quartermaster-General; the third copy being retained by the general officer at the station. This return is to include all persons not entitled to passage, but embarked by indulgence, who are to be distinguished as such. When detachments are from more than one station, the whole are to be included in one disembarkation return, showing separately those from each port. In the case of a hired ship, the voyage-report, in accordance with the "Transport Regulations," is to accompany the disembarkation return; also the proceedings of any boards held during the voyage. Disembarkation returns.

158. Whenever a commanding officer of troops on board one of H.M. troop-ships considers it desirable to make any complaint or suggestion, he should in the first place communicate with Voyage Report.

Complaints and suggestions in H. M. ships.

* See also Sec. 13, para. 32.

Section XVII.

Movement of Troops by Sea.

DISEMBARKATIONS—*continued.*

the captain of the ship, after which, should it still be expedient to make any representation to head-quarters, he should furnish the captain with a copy of his report before leaving the vessel, handing the original immediately on landing to the officer commanding at the port of disembarkation, for transmission by him at once to the Quartermaster-General. Copies of medical officers' reports on points connected with the ship will in like manner be furnished to the captain.

Medical
officers' re-
ports.

159. Medical officers embarked with troops on board a hired ship, deeming it necessary to make any statement animadverting upon the sanitary arrangements or the supplies on board, will address such report to the officer commanding, submitting a duplicate to the principal medical officer at the port of disembarkation. Copies of any adverse remarks embodied in the usual report of sick must also be furnished to the officer commanding. Whenever scurvy or any infectious disease has made its appearance amongst the soldiers or their families during a voyage, the medical officer in charge, on landing, is required to make a special report of the circumstance to the military and medical authorities at the port of disembarkation.

Breakfast on
day of land-
ing.

160. Troops under orders to land in the morning or during the forenoon of the day will be provided with a breakfast meal on board prior to disembarkation for which no ration stoppage will be made.

Naval stores in
H. M. ships.

161. All naval stores issued for the use of troops embarked on board any of Her Majesty's ships of war or commissioned troop-ships, are to be received and accounted for on the same principle as such articles would be if furnished to troops in barracks.

Deficiencies
of stores in
H.M. troop-
ships.

162. The following rules are to be observed in accounting for deficiencies of naval stores, bedding, mess traps, &c., on board H.M. troop-ships:—

- (a) Any loss or damage which cannot be satisfactorily accounted for, will be charged against and recovered from the troops at the time of disembarkation; and the paymaster of the ship is authorised to obtain from the officer in command of the troops immediate payment of the same. When the troops on board belong to more than one corps, the military officer in command will make each corps or detachment responsible for the articles issued to it; but should the articles not be marked especially for the use of each corps or detachment, then a *pro rata* charge may be levied against the whole of the troops on board, should the officer commanding consider such a course desirable, unless the loss or damage can be fixed upon any particular corps or detachment. If necessary, a muster of the whole of the naval stores in charge of the troops may be held, on the disembarkation of any portion of the troops on board. The military

Movement of Troops by Sea.**Section XVII.****DISSEMBARKATIONS—continued.**

officer superintending the disembarkation should ascertain that all charges for loss of stores are paid at once, and, in the event of an appeal being made against the amount by the troops, or any portion of them, the matter should be investigated before the ship sails, when every person who can give information on the subject is present.

- (b) In the event of loss or damage arising from stress of weather, fire, or other accident, the statement of the circumstances under which it occurred must be supported by an extract from the ship's log or by other satisfactory certificate, before the troops can be relieved of the charge. Losses by accident.
- (c) A board composed of three commissioned officers is to assemble in time to prevent the ship being delayed on arrival at its destination, in order to investigate and report on the loss or damage of any articles which are chargeable to the public. Board to assemble.
- (d) If the captain of the ship should make any objection to the number of the articles it is proposed to charge against the public, the original report of the board is to be forwarded by the officer commanding the troops—through the general officer commanding at the station—to the War Office, with a view to reference upon the subject being made, if necessary, to the Lords Commissioners of the Admiralty. A copy of the report of the board is to be given to the paymaster or other officer of the ship. Objection to report of Board by Captain.

163. On board hired ships the hammocks and blankets will be taken in shortly before disembarking. After dinner, or last meal on board, the troop decks are to be cleared up, and the "mess utensils" returned to the place pointed out by the master. Any loss or damage which cannot be satisfactorily accounted for will be charged against the troops, upon the principle described in paragraph 162. The master of the ship will prepare a list of any damages or deficiencies in naval stores, which the military commanding officer will sign if found correct and return to him as an acknowledgment that the troops are liable. Payment for the articles is not to be made to the master of the ship, but the commanding officer is to take immediate steps to charge the amount against the troops concerned before they leave the ship, and to account for the whole transaction to the military staff officer superintending the disembarkation. No instance should ever occur of troops (whether regiments, detachments, or individuals) leaving a hired ship without having settled all proper charges for losses, &c., either by the money being placed in the hands of the commanding officer or by entries in the accounts of the men liable. Lists, furnished by the Admiralty, of the prices to be charged for losses, damages, Naval stores in hired ships.

Section XVII.

Movement of Troops by Sea.

DISEMBARKATIONS—*continued.*

&c., will be in possession of the master, and usually of the officer commanding the troops.

War Department stores, how accounted for.

Recovery of charges against troops.

Returns on disembarking from hired ships.

Certificate of commanding officer before disembarking.

164. Whenever War Department stores are placed on board hired ships for the use and in charge of the troops during the voyage, such as arms, ammunition, pea jackets, sou-westerns, books and games, the military commanding officer will be held responsible that all such articles are returned into the proper departmental store at the termination of the voyage—unless they are required for other troops about to embark in the same vessel, in which case they are not to be landed, but handed over by the commanding officer to an ordnance store officer, for transfer to the officer in command of the troops embarking. The commanding officer will give a receipt for the articles, and be careful to obtain from the officer furnishing them a list in duplicate of the articles received, which he will retain for information during the voyage, handing over one of such lists to the ordnance store officer on arrival, and taking that officer's receipt upon the other list, which he is to transmit to the War Office. All deficiencies are to be duly accounted for, and the amount chargeable to the troops is to be recovered and paid in the same manner as charges for other losses, vide para. 163.

165. Before disembarking from a hired ship, the military commanding officer is to prepare and hand to the master the following returns and certificates upon Admiralty Forms which will be supplied to him by the master for that purpose:—

Disembarkation return in duplicate.

Mess certificate.

Ration and forage certificate.

Freight certificate.

Certificate of the number of invalids (if any) conveyed under medical charge of the ship's surgeon.

166. The commanding officer of the troops and another military officer are, before quitting the ship, to sign a certificate in the following form, and to deliver it to the captain of the ship, or if a hired ship to the Master, viz.:—

Form of Certificate.

"This is to certify that I have been round the ship with _____, and that no baggage, arms, nor accoutrements of any description, are left on board belonging to the troops.

Military Officer.

"I have made full inquiry respecting the baggage, &c., of the _____ disembarked from this ship, and find no complaints, and that there was _____

Movement of Troops by Sea.
Section XVII.**DISEMBARKATIONS—continued.**

always a sentry over the same during the time it was on board.

Officer in Command of Troops.

“Dated on board
at _____ on the _____ day
of _____ 18 .”

167. Customs duties are levied at Bombay on all articles of mess-kit [not *mess-plate*, when certified by the commanding officer to have been in use for twelve months], mess-stores, and any other articles which may be liable to duty, imported into India by troops proceeding to that country. Officers in command of troops in H.M. Indian troop-ships are to prepare a return, according to a form which will be placed on board the ship before leaving England, of all articles subject to duty belonging to the troops and their families on board; and are to have the same filled in by the time the vessel arrives at Bombay. A neglect of this will entail the examination and detention of the goods or baggage at the Bombay Custom-House. A separate return is to be prepared for individual officers (and their families, if any) not attached to troops. A statement of the various troops and detachments on board, and a nominal list of the officers, are to be handed with these returns to the custom-house officer.

Articles liable to Customs duties in Bombay.

168. All military officers and men embarking or disembarking on duty at Southampton are exempt from dues, and their baggage likewise. In cases, however, where the Dock Company's servants are called upon to perform any labour, either in warehousing or shipping, charges for such services may be made. The ordinary charge to cover the expense of examination of the baggage at the custom-house will be made.

Dock-dues at Southampton.

169. General or other officers commanding at stations where troops disembark are at liberty to exercise their discretion, whenever circumstances may render it desirable, to direct that the sea-kits in possession of the men shall be retained for use until worn out.

Sea-kits on disembarkation.

Disposal of Detachments arriving from abroad.

170. All detachments of invalids, time-expired men, and other details arriving at home from foreign stations, will be disposed of as follows:—

Disposal of detachments coming home.

- a. Invalids and insane men of the regular army will be sent at once to Netley, except invalids of the Royal Artillery, who will be sent to Woolwich. Time-expired men of cavalry and infantry, together with their families, and orphans of soldiers, will be sent at once to Netley, under the officer who has had charge of them during the voyage, accompanied by the medical officer in

Section XVII.

Movement of Troops by Sea.

DISEMBARKATIONS—*continued.*

charge, and will be handed over, together with their documents, to the commandant of the Royal Victoria Hospital. Officers coming home in charge of such details are on no account to quit the men committed to their care until they shall have delivered them over at their respective destinations and received permission to depart. Widows are to be sent direct to their homes on landing. Insane wives of soldiers, or other insane women, are not to be sent to Netley, or to any military station. If they have no homes to be sent to, or friends to take charge of them, they are to be handed over to the parish authorities at the place of disembarkation.

- b. All other men with their families will be disposed of, together with their documents, under the instructions of the disembarking officer, who will make arrangements for dispatching them to their several destinations under such of the officers as may be required. Time-expired men, and all men for discharge, of Royal Artillery will be sent to Woolwich, those of the Royal Engineers to Chatham, and of the Commissariat and Transport Corps to Aldershot.

Men for discharge as bad characters.

- c. Men sent home for discharge with ignominy or as bad characters, whose term of imprisonment has expired, are to be discharged by the General or other officer commanding at the port of disembarkation immediately on landing, their accounts being settled by the paymaster or other accountant ordered to perform this duty.

Prisoners.

- d. Prisoners for discharge, whose term of imprisonment has not expired, will be sent to a civil prison, under "routes" issued by General officers commanding. Men who are sent from abroad for the purpose of undergoing lengthened periods of imprisonment at home, but not for discharge, are to be sent to the military prison of the district in which they disembark, or to Millbank.

Military convicts.

- e. Military convicts and prisoners arriving from abroad without papers in due form to admit of their being removed to a public prison are to be detained in a provost prison, or in other military custody, until the arrangements laid down in the Army Discipline and Regulation Act have been made for their removal to prison. Military convicts, and prisoners other than the above, will be disposed of as directed in Section 6, paras. 143 and 151.

Detaching officers with invalids, &c.

171. Officers are not to be detached unnecessarily from their corps for the express purpose of taking charge of invalids, or time-expired men, who in all practicable cases are to be placed under officers returning home in impaired health, but fit for ordinary duty with troops on board-ship.

Documents to be sorted.

172. The discharge and other documents required by regula-

Movement of Troops by Sea.

Section XVII.

DISSEMBARKATIONS—*continued.*

tion for each man (*see* Index under "*Documents*") are to be carefully sorted, according to the several destinations of the men, in order to be ready for handing over on arrival, under the instructions of the disembarking officer, to the officers who may be detailed to conduct the several parties; the documents of all prisoners and others alluded to in paragraph 170 being placed in a separate packet. The documents of men of the Royal Artillery should be addressed as follows:—Those relating to men of "A" Brigade R.H.A., and 1st and 5th Brigades R.A., to the officers commanding those brigades respectively at Woolwich. Those for men of all other brigades, to the officer commanding District Staff, Royal Artillery, Woolwich.

173. In H.M. troop-ships, specimen filled-in forms of the nominal roll, disembarkation return of detachments, and ration return, will be placed under charge of the naval paymaster, for the guidance of the officer in command of the troops, who should apply to the paymaster for these specimens to assist him in preparing the returns during the voyage home, and be careful to return them when done with.

Specimen
copies of forms
placed on
board.

174. A drawer in the cabin of the military commanding officer will be set apart for the custody of returns and documents relating to the troops, and will be marked accordingly, and furnished with a lock and key.

Custody of
documents on
board.

175. The following returns relating to detachments are required from officers in command of troops arriving at home from foreign stations, and are to be prepared by the time the vessel reaches its destination. All the printed forms required for this purpose, as hereinafter specified, are to be handed over to officers commanding by staff officers embarking troops.

Documents to
be handed
over on dis-
embarkation.

A.—For Staff Officer superintending Disembarkation.

1. *Nominal roll* (in duplicate) (Army Form B. 127, late W.O. Form 93), by corps, of *all* the detachments on board, distinguishing invalids from others, and including women and children, specifying the ages of the latter. In addition, a nominal roll in duplicate of men and families of the Royal Artillery only, arranged by brigades. This latter will be sent on by the Staff Officer to the Deputy Adjutant-General of Royal Artillery, Horse Guards, War Office.

2. *Voyage report*, in the case of a hired transport or freight-ship, to be prepared, at the end of the voyage, on the form prescribed in the "Transport Regulations," together with the proceedings of any Boards that may be assembled.

This voyage-report is to be filled up in quadruplicate, and signed by the military commanding officer, who is to deliver one copy to the master before leaving the ship, and to hand over the other three copies to the disembarking officer, who is to transmit two of them to the Quartermaster-General.

Should there be a transport officer on board the ship, the four reports are to be first handed to him for his remarks and counter-signature.

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DISEMBARKATIONS—*continued.*

3. *Return* (in duplicate), when there has been a short issue of provisions, and none of the prescribed equivalent articles have been given in lieu thereof. This return is to show accurately the quantity of each kind of provision deficient on each day, and the number of men, women, and children under and above 10 years of age, receiving the short rations on such days. No account is to be taken of those short issues for which the troops may have received *substitutes* as an *equivalent*; and in cases where other articles may have been substituted *in part* for those deficient, the one should be deducted from the other, and the balance only returned as short issued or deficient. The proportion which the substitutes are to bear to the deficiencies, in regard to quantity, is to be arranged at the time of issue between the officer commanding the troops and the master of the ship.

4. *Disembarkation* returns (Army Form B. 125, late W.O. Form 726), in triplicate. If the detachments are embarked at different places, these returns must show separately the troops arrived from each port, but in one return.

5. A *certificate* (Army Form O. 1777, late W. O. Form 62), for every widow and orphan and for every soldier's wife unaccompanied by her husband, showing that the bearer is entitled to free passage. Such certificate is to be signed by the commanding officer and paymaster of the corps to which the women and children belong. The place of destination, as limited by Section XI of the Regulations relating to Allowances (Army Regulations, Vol. 1, Part III).

B.—For the Royal Victoria Hospital, Netley.

Returns relating only to the men referred to in para. 170, as follows:—

For the Commandant.

1. Nominal roll of the invalids, their wives and families, or orphans, if any.

2. Nominal roll of the time-expired men, their wives and families.

[These two rolls should always be kept out so as to be readily accessible for reference on arrival at Netley.]

3. Claims for any command or extra-duty pay due, under Royal Warrant, for the voyage:—*to be signed by the officer commanding troops on board.*

4. *Claims* (Army Form O. 1645, late W. O. Form 172) *for wages of hospital servants* employed on the voyage. The names and rank of the men, together with the nature and period of each man's employment, are to be carefully entered, whether he belong to the permanent hospital staff or not.

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DISEMBARKATIONS—*continued.*

5. A *certificate* from the medical officer in charge that the servants were actually and necessarily employed in attendance on sick soldiers; an additional certificate will be added in the case of special orderlies when the orderlies exceed 10 per cent. of the sick in hospital.

6. A *certificate* from the medical officer showing the average number of sick daily under treatment and in hospital during the voyage.

For the Paymaster.

7. Acquittance roll (Army Form N. 1452, late W. O. Form 451), invalids.

8. Do. do. time-expired men.

9. Inventories of kits of deceased men, in duplicate.

10. Particulars of sale of effects of deceased men, in duplicate.

11. Return of families of invalids and time-expired men, including orphans, and giving Christian names of women and ages of children.

12. Original "No. 1 reports" of invalids and time-expired men, in two separate packets.

13. Ration returns (Army Form O. 1671, late W. O. Form 322), one form to include all the men for Netley. A duplicate of this return is to be handed to the captain or master of the ship.

C.—For the District Paymaster at Port of Disembarkation, through the Disembarking Officer.

Returns relating to all men other than those sent to Netley, as follows:—

1. *Acquittance-roll* (Army Form N. 1452, late W. O. Form 451).

This document is only required when accounts have been opened between the troops and officers commanding.

2. *Ration returns* (Army Form O. 1671, late W. O. Form 322), separate for each corps, batteries of artillery being treated as separate regiments, and one separate return to include all prisoners. These returns are required in all cases. In the case of troops from the colonies, duplicates are to be handed to the captain or master of the vessel.

176. When invalids landed from abroad require to be conveyed by railway or other means to their destination, the officer commanding the detachments is to obtain from the medical officer a certificate that those men for whom conveyance by cab is required, are unable to march.

Conveyance of
invalids by
cab to Netley.

177. In order to guard against the possibility of the detachments landing in a state of intoxication, the officers in charge are held strictly responsible for the state of their men. They are

Precautions
against intoxi-
cation.

(Q. R.)

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Movement of Troops by Sea

DISEMBARKATIONS—*continued.*

accordingly to adopt the most stringent measures to prevent liquor being obtained from the boats which surround vessels on their arrival at the port, or from the sailors on board the steamers which may convey them to land.

Sorting of
baggage on
disembarka-
tion.

178. In order to guard against the loss of any baggage of detachments on disembarkation, great care should be taken in sorting it. The disembarking officer will point out different spots for the collection of the baggage for each destination, and, if possible, an opportunity should be given to each man to find his own bag or box and to place it on the spot assigned for it. The officer commanding the detachments should warn the men that unless this is done they will risk the loss of their property. Steps should also be taken by the officers to ensure that the baggage of men who are unable through sickness or duty to search for it, is collected for them. A report is to be made, *on the spot*, of any missing articles.

Movement of Troops by Sea.

Section XVII.

**SCALES OF RATIONS, MEDICAL COMFORTS, WATER, AND FORAGE FOR TROOPS
AND HORSES ON BOARD SEA-GOING SHIPS.**

TROOPS OR THIRD CLASS PASSENGERS.

SCALE OF RATIONS per Man.

Days of the Week.	DAILY.										WEEKLY.									
	Salt Beef.	Flour.	Suet.	Rasins.	Salt Pork.	Split Peas.	Preserved Meat.	Compressed mixed Vegetables.	Biscuit.	Fresh Bread.*	Rice.	Porter.†	Preserved Potatoes (uncooked).	Sugar (unrefined).	Tea.	Vinegar.	Mustard.	Pickles (of various descriptions).	Pepper (ground).	Salt.
Sunday	12	6	1	2	-	-	-	-	12	1	4	1	2	4	4	4	1	6	1	2
Monday	-	-	-	-	12	-	12	-	12	1	-	1	2	2	2	4	1	6	1	-
Tuesday	-	-	-	-	-	-	-	-	-	1	-	1	2	2	2	4	1	6	1	-
Wednesday	12	6	1	2	-	-	12	-	12	1	-	1	2	2	2	4	1	6	1	-
Thursday	-	-	-	-	12	-	-	-	-	1	-	1	2	2	2	4	1	6	1	-
Friday..	-	-	-	-	-	-	-	-	-	1	-	1	2	2	2	4	1	6	1	-
Saturday	-	-	-	-	-	-	12	-	-	1	-	1	2	2	2	4	1	6	1	-

SCALE OF RATIONS per Woman.

Sunday	8	6	1	2	-	-	-	-	-	4	-	1	2	4	4	4	1	6	1	2
Monday	-	-	-	-	8	-	8	-	-	-	-	1	2	2	2	4	1	6	1	-
Tuesday	-	-	-	-	-	-	-	-	-	-	-	1	2	2	2	4	1	6	1	-
Wednesday	8	6	1	2	-	-	-	-	-	4	-	1	2	4	4	4	1	6	1	2
Thursday	-	-	-	-	8	-	8	-	-	-	-	1	2	2	2	4	1	6	1	-
Friday	-	-	-	-	-	-	-	-	-	-	-	1	2	2	2	4	1	6	1	-
Saturday	-	-	-	-	-	-	8	-	-	-	-	1	2	2	2	4	1	6	1	-

* Bread is to be made of pure flour, yeast, a little salt and water, and no other ingredients whatever. 4 lbs. of flour is required to make 5 lbs. of bread. Bread is to be made in 4-lb. loaves, in tins provided for that purpose. The yeast is to be made according to the following receipt, and no other is to be used:—

For one gallon of yeast, three pounds of malt and two ounces of hops are to be used. Boil the hops one hour in one and a half gallons of water, with which liquor scald the malt. Add a teaspoonful of sugar, and let it stand till cool. Add half a pint of yeast of any kind to start it. Always reserve a little yeast for the next brewing.

Potatoes are not to be used in making yeast. Malt and hops are to be provided by whoever victuals the ship at the rate of 15 lbs. of malt and 10 oz. of hops per 100 adults, for 28 days, for the same numbers and for the same time the ship is victualled for.

† The supply of porter to be put on board is to exceed by 10 per cent, the quantity required by this scale.

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Movement of Troops by Sea.

RATIONS—continued.

SCALE OF RATIONS per Child of 5 Years and under 10 Years of Age.														SCALE OF RATIONS per Child under 5 Years of Age.												
Days of the Week.	DAILY.													WEEKLY.	DAILY.											
	Salt Pork or Salt Beef.*	Flour.	Suet.	Raisins.	Soup and Bouilli.	Rice.	Preserved Meat.	Fresh Bread.	Preserved Potatoes (uncooked).	Sugar (unrefined).	Tea.	Fresh Milk †		Biscuit Powder, or Rusha.	Sugar (unrefined).	Fresh Milk †	Soup and Bouilli, Beef, or Mutton Broth. ‡	Rice and Oatmeal to be issued in such proportions as may be required.	Fresh Bread.							
Sunday	6 oz.	3	1	2	1 pint.	2 oz.	1	1 lb.	oz.	3	1	1 pint.	oz.	1	2	2	2	1 pint.	oz.	4	1 lb.					
Monday	6	3	1	2	1	2	4	1	2	2	1	1	1	1	2	2	2	1 pint.	4	1						
Tuesday	6	3	1	2	1	2	1	1	2	2	1	1	1	1	2	2	2	1 pint.	4	1						
Wednesday	6	3	1	2	1	2	1	1	1	3	1	1	1	1	2	2	2	1 pint.	4	1						
Thursday	6	3	1	2	1	2	4	1	2	2	1	1	1	1	2	2	2	1 pint.	4	1						
Friday	6	3	1	2	1	2	1	1	2	2	1	1	1	1	2	2	2	1 pint.	4	1						
Saturday	6	3	1	2	1	2	4	1	2	2	1	1	1	1	2	2	2	1 pint.	4	1						

* To be provided with Milk. Corn-flour, Sago, or Arrowroot, and Sugar, entirely at the discretion of the Surgeon.

NOTE.—Each Infant under 1 year of age is to be provided with Milk, Corn-flour, Sago, or Arrowroot, and Sugar, entirely at the discretion of the Surgeon.

* Either Salt Pork or Salt Beef is to be issued at the discretion of the Medical Officer in charge.

† If Preserved Milk is used, sufficient to make 1 pint.

‡ If Preserved Milk is used, sufficient to make 2 pints.

§ These articles are to be provided in equal quantities, and are to be issued alternately. Soup and Bouilli 1½ oz., cooked with ½ pint of water—Essence of Beef ½ of a ½-pint canister, cooked with ½ pint of water—and Mutton Broth 1 oz., with a sufficient quantity of boiling water—will make the ½ pint required.

RATIONS, &C.—continued.

SCALE OF MEDICAL COMFORTS FOR TROOPS AND THIRD-CLASS PASSENGERS FOR 1,000 PERSONS FOR ONE DAY.

Provision is to be made in this proportion for the regulated number of days' Victualling, in each case, in addition to the ordinary Rations.

1	Brandy, Bottles.	
2	Rum, Gills.*	
3	Port Wine, Bottles.	
4	White Wine, Bottles.	
5	Preserved Meat, lbs.	
12	Prepared Soup, pints.	
59	Essence of Beef, Tins ($\frac{1}{2}$ pints).	
2	Sago, lbs.	
4	Arrowroot, lbs.	
8	Rice, lbs.	
20	Preserved Milk, to make pints.	<p>$\frac{1}{2}$ an oz. of each for each person for the number of days for which provisions are supplied.</p>
16	Sugar (refined), lbs.	
2	Tea (best black), lbs.	
2	Vinegar, pints.	
20	Soap, lbs.	
20	Pearl Barley, lbs.	
13	Preserved Potatoes (uncooked), lbs.	
3	Compressed mixed Vego- tables, lbs.	
1	Pickles (of various descrip- tions), bottles.	
25	Alcohol (bottled), pints. †	
5	Disinfectants.	

* For occasional issue, at the discretion of the Medical Officer.

† Lime Juice, with Sugar, is to be issued at the discretion of the Medical Officer.

↑ This quantity is to be increased at the discretion of the authorities at the Port, in the event of draught Porter not being procurable in sufficient quantity as an article of ration.

\$ Carbolic Acid (crystallized), in the proportion of 120 lbs. per 1,000 persons per annum. To be in stoppered bottles, packed securely in a case, and to be placed in charge of the Master for issue to the Medical Officer as required. Chloride of Lime (in stone jars) in the proportion of 14 cwt. per 1,000 persons per annum. Condy's Patent Fluid (crimson), in the proportion of 20 pints for 1,000 persons per annum. To be in pint bottles, with printed directions for use affixed to each bottle. McDougall's Disinfecting Powder (in 50 lb. casks, with dredger and instructions) in the proportion of 200 lbs. for each 1,000 individuals. No ship to have less than one 50 lb. cask.

Articles for Fumigation.—Sulphuric Acid in the proportion of 1 lb. (16 oz.) for Ships of 1,000 tons and under, and 4 lbs. for Ships over 1,000 tons. To be in 4 lb. stoppered bottles, carefully packed in boxes, clearly marked. To be in special charge of Medical Officer. Peroxide of Manganese (in stone jars) in the proportion of 1 lb. for Ships of 1,000 tons and under, and 4 lbs. for Ships over 1,000 tons. Salt, common, in the proportion of 4 lbs. for Ships of 1,000 tons and under, and 16 lbs. for Ships over 1,000 tons.

Section XVII.

Movement of Troops by Sea.

RATIONS, &c.—*continued.*

NOTES.

Boys of 10 years and under 14 years of age to receive the woman's ration, but without porter. Boys of 14 years of age or upwards to receive the man's ration, but without porter. Girls of 10 years of age, or upwards, to receive the woman's ration, but without porter.

Boys and girls of 17 years of age or upwards are to be considered in all respects as adults.

Temperance men not receiving porter (or spirit, as a substitute) are each to be allowed, daily, 1 oz. of sugar, and a $\frac{1}{4}$ oz. of tea, in addition to the quantities of those articles specified in the Scale of Rations. Those men who do not receive these additional quantities will be credited in Office with a penny a-day.

Temperance women not receiving porter, and other women to whom it may not be practicable to supply porter, are to be granted a similar additional allowance of sugar and tea.

Neither porter nor spirit is to be issued to prisoners or "punishment men," except under medical advice, and with the sanction of the Military Commanding Officer.

Preserved meat is to consist of beef and mutton, which are to be provided in equal quantities, and to be issued alternately.

Fresh meat and fresh vegetables are to be issued, *whenever practicable*, 1 lb. fresh meat being considered equal to 1 lb. salt meat; and 8 oz. of fresh vegetables are to be the ration for men, women, or children: but when fresh vegetables are not procurable, preserved potatoes (uncooked) 2 oz., or compressed mixed vegetables 1 oz., are to be issued in lieu.

Fresh vegetables are to be issued, whenever procurable, with salt or preserved meat, in lieu of the flour, suet, raisins, peas, compressed vegetables, preserved potatoes or rice, specified in the Scales.

Fresh meat and vegetables are also to be obtained, for two days' consumption after leaving port, should the weather admit of their keeping.

In cases in which it may be impossible to provide fresh bread, biscuit is to be issued as the ration in the proportions shown in the respective Scales for men, women, and children.

When fresh meat is issued, bread or biscuit, in addition to supplies according to the above Scale, is also to be issued at the rate of 4 oz. of bread or 3 oz. of biscuit for each man and woman.

Oatmeal may be used for thickening soup, when fresh meat is issued to such extent as may be considered necessary; and the extra issues are to be separately certified to.

Any articles in the foregoing Scales of Rations may be stopped or changed, but only in individual cases, upon the special requisition of the Medical Officer.

The Scales of Rations are to be regarded as generally applicable to invalids as well as to persons in health. Invalids are, however, to be provided with Fresh Bread *every day*.

In ships conveying invalids there is also to be provided a liberal proportion of live stock (oxen, sheep and poultry, *but not pigs*); with provender and water for their subsistence. In lieu also of the regulated supply of salt meats, an equivalent in preserved meat, as well as an extra quantity of prepared soup, is to be shipped for the invalids. The extent and nature of these supplies are to be, in each case, at the discretion of the naval or other Government Authorities at the port; and they are to be replenished, as far as may be practicable, at any ports at which the ship may touch. Issues are to be made at the discretion of the Surgeon.

The Medical comforts are issued on the requisition of the Medical officer, who is to demand daily the quantities required for the sick from the Paymaster in the case of one of H.M.'s ships, or from the master of a hired ship.

WATER.

When there is a distilling apparatus on board, water is to be issued on the most liberal scale possible; but the minimum daily allowance of water is to be for each individual embarked, including the crew of the ship, 6 pints when out of the Tropics, and 1 gallon when within the Tropics, which quantities are to suffice them for all purposes.

Movement of Troops by Sea.

Section XVII.

RATIONS &C.—continued.

SCALE OF SUBSTITUTES.

The above Scales of Rations, being sufficiently varied for health, are to be adhered to, except as regards the substitution (whenever practicable) of fresh for salted or preserved provisions, in the proportions shown below. In order, however, to meet cases in which it may be actually necessary to depart from the Scale, a list of equivalents is appended:—

Fresh Bread	1 lb.	} To be esteemed equal to $\frac{1}{2}$ lb. Biscuit.
Flour	$\frac{1}{2}$ lb.	
Rice	$\frac{1}{2}$ lb.	
Fresh Meat	1 lb.	" " " 1 lb. Salt Meat.
Spirits	$\frac{1}{2}$ gill	" " " 1 pint Porter.
Coffee (roasted and ground) ..	1 oz.	} To be esteemed equal to 2 oz. Preserved Potatoes (uncooked), or 1 oz. Compressed mixed Vegetables.
Chocolate	1 oz.	
Fresh Vegetables	$\frac{1}{2}$ lb.	} May be issued in lieu of each other.
Flour	$\frac{1}{2}$ lb.	
Split Peas	$\frac{1}{2}$ pt.	
Calavances	$\frac{1}{2}$ pt.	
Dholl	$\frac{1}{2}$ pt.	
Rice	$\frac{1}{2}$ lb.	
Oatmeal	$\frac{1}{2}$ pt.	" " " $\frac{1}{2}$ pint Split Peas.

SCALE OF WATER, FORAGE, &C., FOR HORSES OR MULES.

8 gallons of water ..	} for each animal daily	} <i>Disinfectants.</i>
$\frac{1}{2}$ peck or 5 lbs. of oats ..		
1 $\frac{1}{2}$ " 5 " bran ..		
10 lbs. of hay		
$\frac{1}{2}$ ounce of nitre		
$\frac{1}{2}$ gill of vinegar		5 oz. McDougall's Powder.
		1 oz. Chloride of Lime.
		2 oz. Powdered Gypsum.

Before each feeding time the bags provided for the purpose are to be filled with oats and bran, and a measure for each bag. After the horses are fed the bags with the measures in them are to be returned to the Issuing Room.

As large a supply of carrots as the Transport Officers may direct is to be provided in addition.

Oats and bran are to be stowed in *tight* casks.

Hay is to be either "common pressed," or "highly compressed," in such proportions of each as may be ordered.

The forage, &c., supplied by owners will be specially surveyed, as to quality, &c. Oats must not be less than 38 lbs. to the bushel; bran 14 lbs. to the bushel.

The full quantities of the Daily Ration should not be issued, if, in the opinion of the Military Commanding Officer, they are not actually required.

All the articles are to be served out by full imperial weights or measures.

A copy of this Scale is to be hung up in a conspicuous situation between Decks, and outside the Issuing Room, in order that all Troops or Passengers embarked may be aware of the Rations to which they are entitled.

SECTION XVIII.—DEPOTS.

I.—Regimental Districts* and Regimental Depôts. II.—Cavalry Depot.

I.—REGIMENTAL DISTRICTS* AND REGIMENTAL DEPÔTS.

Duties of
officer com-
manding a
Regimental
District.

1. The duties of the officer commanding a Regimental District will embrace the immediate command of the Regimental Depôt, the command, training, and inspection of all the Infantry of the Auxiliary and Reserve Forces within the Regimental District, the superintendence of the recruiting both for the Line and for the Militia Battalions of the Regiment, and the charge of the arms and stores at each Depôt. He will correspond with the head-quarters of the Army through the General officer commanding the district, and will be guided as to correspondence generally by the instructions laid down in Section 21.

Responsibility
for duties in
his absence.

2. In the absence of the officer commanding a Regimental District the responsibility for the general duties thereof will revert to the General officer commanding. The regimental duties of the depôt will be carried on by the senior officer present, but all correspondence on general subjects will be noted and passed on by him to the General officer commanding the district for disposal.

Employment
of officers of
Depôt.

3. The services of all officers doing duty at a Regimental Depôt are available for all duties when necessary, without reference to the particular battalion to which they belong.

Delegation of
power by
officer
commanding.

4. The officer commanding the Regimental Depôt cannot delegate to officers commanding depôts the power of awarding punishments entailing an entry in the regimental defaulter-book.

Period for
Acting Adjutant to remain
at Depôt.

5. An officer appointed Acting Adjutant of a Regimental Depôt will not be permitted to remain there for a longer period than three years, reckoning from the date on which he commenced his tour of service thereat, but during that time he will not be required to rejoin the service companies, except under special circumstances, such as promotion to a higher rank. The dates of appointment to act as Adjutant are to be inserted against the officers' names in the depôt returns.

* A list of Regimental Districts is given at page 444 (Appendix No. III).

Depots.**Section XVIII.****REGIMENTAL DISTRICTS AND REGIMENTAL DEPOTS—continued.**

6. Every officer, except the Acting Adjutant, on completing two years' service at the dépôt, is to be considered under orders to join the service companies, and will be then removed from the dépôt, proceeding with the next draft, if the service companies are abroad. But an officer is liable at any moment to be ordered for any cause to rejoin the service companies of his regiment.

Period of service for other officers.

7. Officers commanding battalions will therefore, as the periods of officers' service at the dépôt are about to expire, report to the Adjutant-General the names of those whom they would recommend to relieve them, and who should be in all respects fitted to train and set a good example to young officers and soldiers. The senior captain of a battalion is not, except in very special cases, to be detailed for duty with the Regimental Dépôt. Officers who may be ordered home for this purpose are to proceed to the dépôt immediately upon landing.

Interchange of officers.

8. When an officer has completed his period of service at the dépôt, or when he becomes supernumerary of his rank there, a report is immediately to be made to the Adjutant-General; and a special report is also to be made when it may happen that both the captains at the dépôt are married.

Special reports of completion of dépôt service.

9. As it is of the greatest importance that well-qualified non-commissioned officers should be selected for the dépôt, officers commanding battalions are held responsible that none but really efficient non-commissioned officers are permitted to do duty therewith, and that when found fit for that employment they are not, except when absolutely necessary, removed without being relieved by others equally well adapted for that peculiar duty.

Selection of non-commissioned officers for the dépôt.

10. The officer commanding a Regimental Dépôt is authorised to appoint provisional lance-sergeants, and provisional lance-corporals, but without pay, and trumpeters, buglers, or drummers for duty at the dépôt; but will make no promotions to the rank of corporal, or any higher grade, without previously obtaining the concurrence of the officer commanding the battalion to which the men belong, except when the corps is serving abroad, in which case promotion to the rank of corporal may be made at the dépôt without previous reference to the commanding officer. When non-commissioned officers are required to be sent from the service companies to fill vacancies on the establishment of the Regimental Dépôt, the officer commanding the latter will make application to the Adjutant-General, stating the cause and date of each vacancy. Vacancies among the staff-sergeants may be filled by the promotion of non-commissioned officers who are serving at the Dépôt, the sanction of the Adjutant-General being obtained in each case.

Filling-up vacancies amongst non-commissioned officers, trumpeters, buglers, or drummers.

11. When soldiers are promoted to the rank of corporal at

Posting of men when

Section XVIII.

Depots.

REGIMENTAL DISTRICTS AND REGIMENTAL DEPOTS—*continued.*

promoted
corporal.

Regimental Depôts, care is to be taken that they are posted to that battalion in the depôt of which the vacancy exists, if they do not already belong to it, so that the due proportion of non-commissioned officers may be maintained in the depôt of each battalion.

Charge of
attestations
and records.

12. The attestations and records both of the home and foreign line battalions will be in charge of the officer commanding the Regimental Depôt, and are to be dealt with, and kept complete in accordance with the instructions laid down in Section 22.

Men to belong
to depôt.

13. All recruits—except those enlisted at battalion headquarters—are to be sent to the depôts, there to be trained; and all men fit only for home duty, or proposed for invaliding, or otherwise unavailable for embarkation, are to belong to the depôt; but no soldier available for service abroad is to be kept back from proceeding in his turn to the service companies on account of his being employed as an officer's servant or being useful at the depôt. Men of bad character, and those under punishment, should not, unless unavoidably, be sent from the service-companies to the depôt.

Selection of
men for the
service-com-
panies.

14. No man is to be sent to the head-quarters of a battalion abroad until he has been thoroughly drilled, and instructed in the use of his arms, and has completed a recruit's course of musketry. The men are to be selected for the service companies according to the date of their enlistment, provided they are in all respects fit. Attention is to be paid to the age [which for Indian or other tropical service should not be less than twenty years] and constitution of the men selected, so that the draft may consist of those best qualified to bear the effects of a change of climate; the medical officer is to be consulted in the selection. Soldiers who have been twice invalided from a foreign station are not to be required to proceed a third time abroad, but are to have the option of transfer to the line battalions serving at home. A similar course is to be followed in the case of men invalided for the first time, should the medical officer certify that they are likely to break down again on return to a foreign station.

Documents to
accompany
men sent home
from abroad.

15. When soldiers are sent home from foreign stations, commanding officers are to forward with them, in charge of the officer conducting them, all the documents required by the regulations in each particular case. Nominal rolls of invalids and time-expired men are to be sent direct to the commandant at Netley at least a fortnight before their embarkation.

Nominal rolls.

16. The nominal rolls, which are always to be sent in duplicate with men quitting the head-quarters of their corps abroad, are to be completed, and all casualties accounted for, on arrival at home. The officer in charge will forward one of these completed returns to each of the respective depôts as soon as practicable after disembarkation, and will be held responsible that all other documents that may be required are handed over

REGIMENTAL DISTRICTS AND REGIMENTAL DEPOTS—continued.

to the military authorities at the port of landing or at Netley. The regimental and company defaulter-sheets should always be kept separate from other documents so as to be readily accessible to officers in command of details proceeding home. Also the medical history-sheets for the guidance of the medical officer in charge.

17. The No. 1 reports of invalids, and those of time-expired men for Netley, are to be made up into two *separate* packets, and addressed to the paymaster at Netley, to whom the packets will be handed on arrival in England by the officers in charge of details. This will accelerate settlement with the officers and adjustment of the men's accounts.

No. 1 Reports
for Netley.

18. A monthly return of the whole force comprised within the Regimental District, on Army Form B 171 (late W. O. Form 719), will be transmitted by the officer commanding the Regimental Dépôt to the Adjutant-General of the Forces, a copy being also sent to the General officer commanding the district. This return will account not only for the whole of the troops under the command of the officer commanding the Regimental District, but will also give a detailed report of the result of the recruiting therein for the Regular Forces.

Monthly
returns to be
rendered to
A. G. and
G. O. C.

19. The officer commanding the Regimental Dépôt will transmit to the head-quarters of each of the line battalions of the Regiment a monthly return on Army Form B 168 (late W. O. Form 729), and any other reports which may be necessary for the information of the officer commanding the battalions.

Monthly
return to be
sent to service
companies.

20. The officer commanding the service companies is, in like manner, to transmit to the Regimental Dépôt a monthly state (Army Form B 170, late W. O. Form 730), of the strength of the service companies, containing nominal lists of those men who join, are sent home, or become casualties during the month, together with a copy of the entries made in the casualty book during the month; being careful to distinguish invalids from time-expired men, and adding such instructions as may be necessary for the information and guidance of the officer commanding the Dépôt.

Monthly state
to be sent to
Dépôt.

21. When men are sent from the Regimental Dépôt to the head-quarters of either of the line battalions, the officer commanding will send with them the transfer documents prescribed in Section 19, para. 86, together with a balance-sheet on Army Form N 1468 (late W. O. Form 955), a nominal return of the men in duplicate, and a medical certificate of their fitness for foreign service.

Documents to
be sent with
men to service
companies.

22. All men transferred to Sections B and C of the 1st Class Army Reserve will be borne as supernumeraries in the monthly returns of the dépôt of the Regiment from which they have been transferred, and not in the returns of the battalions composing it. Officers commanding Regimental Dépôts will take the necessary steps to ensure all men being duly accounted

Men of Army
Reserve to be
accounted for
in returns.

Section XVIII.**Depots.****REGIMENTAL DISTRICTS AND REGIMENTAL DEPOTS—continued.**

for who have been so transferred from either of the line battalions composing the regiment, or from the Dépôt. In branches of the service other than the line battalions of infantry, the men of 1st Class Army Reserve will be shown in monthly returns of the corps from which they were passed to the Reserve.

Record of 1st
Class Army
Reserve men
to be kept up
at Dépôt.

23. A nominal and descriptive list of all men in the 1st Class Army Reserve belonging to the regiment (Army Book, 249) will be carefully kept up at each Dépôt, all casualties and changes of residence reported from the several pension districts being noted therein, so that in the event of a mobilization the names of all the men liable to join for army service may be accurately known.

Employment
of officers and
N. C. officers
of Regimental
District.

24. The officer commanding the Regimental District will direct, as he may think fit, the employment of the officers and non-commissioned officers of the Dépôt, as well as the adjutants and sergeants of the permanent staff of the Militia battalions and of the Volunteer Corps of the Regimental District. But the commanding officer of a Militia battalion will have entire command over the staff of the battalion during the training period.

Battalions
detached from
the dépôt.

25. Until accommodation for the Militia permanent staff can be provided at Dépôts, all Militia battalions, excepting only such as already have their head-quarters at places fixed upon as Regimental Dépôts, will come under the term of "battalions detached from the dépôt."

Servants to
Adjutants and
Quartermasters
of Militia.

26. Adjutants of Militia are permitted to employ as a servant one of the soldiers belonging to the Regimental Dépôt with which they are connected. In cases where the head-quarters of Militia battalions are at the same station as a Regimental Dépôt, the quartermasters of those Militia battalions are also permitted to employ as a servant one of the soldiers belonging to the Dépôt.

Sergeants'
mess at
Regimental
Dépôt.

27. When a sergeant on the permanent staff of a Militia battalion is quartered at the same station as the Regimental Dépôt, he will be a member of the sergeants' mess of the Dépôt. He will pay the regulated entrance fee on first joining the mess, and will pay the regulated monthly subscription when present at the station.

Care of arms
and stores.

28. The arms and munitions which may be stored at the Regimental Dépôt will be in the immediate charge of the quartermaster or acting quartermaster of the Dépôt under the order of the officer commanding.

Training of Line and Militia Recruits.

Infantry
Recruits at

29. Infantry line recruits will be passed from the Regimental Dépôt to the home line battalion as soon as they are clothed.

Depots.

Section XVIII.

REGIMENTAL DISTRICTS AND REGIMENTAL DEPOTS—*continued.*

They will be sent in suitable parties of not less than 20 men. During the first three months of their service, recruits will be under the general medical surveillance of the officer in medical charge of the troops, and will be specially paraded before him at the weekly health inspection. At the end of the three months the medical officer will make a special report of any men whom he may consider unfit for the service.

Regimental
Depôt.

30. All boys enlisted for training as musicians will be sent to the home battalion for instruction. The officer commanding the Regimental Depôt will notify to the officer commanding the home battalion the names of any boys who have been specially enlisted, with a view to their joining the foreign battalion, so that they may be sent abroad as opportunities occur.

Boys specially
enlisted.

31. Militia recruits will also be trained at the Regimental Depôt except when a Militia battalion detached from the depôt can be provided with barrack accommodation for its recruits, in which case they may be trained at the detached head-quarters. Militia recruits enlisted for those Militia battalions which have their head-quarters at the same station as a Regimental Depôt will be trained immediately after enlistment. Those enlisted for Militia battalions detached from the Depôt may be trained either on enlistment, or immediately preceding the training of their respective battalions. At the Depôt, Militia recruits will be drilled in association with Line recruits, for which service all the sergeants of the Depôt will be available indifferently.

Training of
Militia
recruits.

32. Where detached head-quarters coincide with a military station, the Militia recruits will be lodged in barracks, and attached to the Line battalion or detachment there quartered; they will be drilled by their own sergeants under the immediate supervision of the officer commanding the station. In this case the recruits may be trained either on enlistment or immediately before the training of their battalions. Where detached head-quarters do not coincide with a military station, but where barracks are available, Militia recruits who have not been drilled at the Regimental Depôt must be trained immediately before the training of their battalions, unless where a neighbouring military station can conveniently furnish supplies of food, &c.

At detached
head-quarters.

33. In all the foregoing cases the responsibility of the officer commanding the Regimental Depôt for the efficient training of recruits will be the same, whether carried on at the Depôt or elsewhere.

Responsibility
of O.C.
Regimental
Depôt.

Army Reserve and Pensioners,

34. All the Army Reserve men and Pensioners resident in any Infantry Regimental District will, for purposes of discipline, be under the command of the officer commanding, and will, as

Army Reserve
and Pen-
sioners.

Section XVIII.

Depots.

REGIMENTAL DISTRICTS AND REGIMENTAL DEPOTS—*continued.*

soon as the necessary arrangements can be made, be registered and paid by the paymaster of the Regimental Dépôt; but for purposes of training and inspection, Artillery Army Reserve men and Pensioners will be under the Lieutenant-Colonel of the Artillery Sub-District concerned; Cavalry men under the Lieutenant-Colonel of the Cavalry district; and Royal Engineer Army Reserve men and Pensioners under the district Commanding Royal Engineer.

Entries of
convictions
under Army
Discipline and
Regulation
Act.

35. Every conviction of a man enrolled in the Army Reserve, whether by the civil power or by court martial, is to be entered by the officer having charge of the records, in the man's court-martial sheet and regimental and company defaulter sheets. The forfeiture of a good-conduct badge consequent on such conviction should also be entered in the man's "record of service," as also all forfeitures of service.

Inspections.

36. The officer commanding a Regimental District will make a formal yearly inspection of each Infantry Militia battalion, and of each corps of Rifle Volunteers, as well as of the Infantry Army Reserve and Pensioners (when these may be ordered out), within his command under such regulations as may be promulgated. In cases, however, in which any of the foregoing may be sent for training to a large tactical station, the inspections will be conducted as ordered by the General or other officer commanding.

II.—CAVALRY DEPOT AT CANTERBURY.

Formation.

37. Regiments of cavalry when stationed abroad are divided into service-troops and a dépôt-troop. The latter is attached to the Cavalry Dépôt at Canterbury.

Correspondence.

38. Official correspondence from all departments and from officers commanding regiments relative to their dépôt troops should be addressed to the commandant.

Instructor of
musketry.

39. The instructor of musketry, who must be a subaltern, will vacate that appointment when he has held it three years, unless previously removed by promotion to the rank of captain, or from any other cause, and will join the service-troops.

Mess.

40. Each dépôt-troop on joining the mess of the cavalry dépôt will pay from the regimental mess fund the sum of 25*l.* to the paymaster of the dépôt towards the maintenance of the mess.

Promotions.
Returns.

41. Promotions will be made as laid down in para. 10.

42. All returns regarding the dépôt-troops will be sent by the commandant to officers commanding regiments, and returns from the service-troops should be addressed to the commandant.

Attestations.

43. On the embarkation of a cavalry regiment for foreign service, the original attestations will be forwarded to the Cavalry-Dépôt. See Section 22, para. 11.

Depots.

Section XVIII.

REGIMENTAL DISTRICTS AND REGIMENTAL DEPOTS—*continued.*

44. During the drill-season, and when it can be done without interfering with the riding-drill of recruits, which, at the depôt, should be considered of the first importance, the depôt-troops will be exercised as a regiment, so as to render both officers and men as efficient as possible, and ready to join the ranks when they arrive at the service-troops. Exercise.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION XIX.—ENLISTMENT AND SERVICE.

PART I.—RECRUITING AND RE-ENGAGEMENT.

II.—SERVICE OF SOLDIERS.

III.—TRANSFERS.

IV.—DISCHARGES.

PART I.—RECRUITING.

I.—Recruiting Definitions.

II.—Recruiting Agencies.

III.—General Instructions on Recruiting

IV.—Recruits.

V.—Sending Recruits to Destinations.

VI.—Proceedings on Enlistment.

VII.—Extension of Service, Re-engagement, &c.

I.—RECRUITING DEFINITIONS.

Approving
officer.

1. Officers commanding corps, battalions, batteries, regimental districts, regimental depôts, and any field officers specially appointed for the purpose will be approving officers. Should the officer commanding a regimental depôt be under the rank of a field officer, special authority must be applied for (from the Adjutant-General) for him to approve recruits.

Recruiting
officer.

2. Recruiting officers will be appointed by the approving officer, and will be the adjutants of regimental depôts, corps, or battalions of regular or auxiliary forces, or staff officers of pensioners.

Recruiter.

3. Any non-commissioned officer, soldier, or pensioner* who has received the necessary authority on Army Form B 208 (late W. O. Form 244) is termed a recruiter.

Special
Recruiter.

4. A recruiter detached from his corps for the special purpose of raising recruits for his own corps is termed a special recruiter.

Bringers.

5. Any soldier or civilian who brings a recruit to the recruiter is termed a bringer.

Approving
Medical
Officers.

6. All military medical officers, and medical officers of Militia and Yeomanry, when their battalions or regiments are embodied or out for training, or when they are appointed to the charge of a regimental depôt or station under the Royal Warrant relating to Pay &c. (Army Regulations, Vol. I), 1880, are empowered to carry out and approve the final medical examination of recruits.

* A pensioner can only be appointed as a recruiter by the authority of the Adjutant-General, and this authority will only be given under exceptional circumstances

Enlistment and Service (recruiting).**Section XIX.****RECRUITING DEFINITIONS—continued.**

7. Those medical officers of Militia and Yeomanry whose battalions or regiments are not embodied or out for training, or who do not hold any appointment under the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. I), and private practitioners authorised to examine recruits, are considered civilian medical practitioners, and can only conduct the primary medical examination.

Civilian
medical
practitioners.

II.—RECRUITING AGENCIES.

8. The Inspector-General of Recruiting is charged with carrying out all orders and regulations on subjects connected with the recruiting service, and attending to the details of that department.

Inspector-
General of
Recruiting.

9. The Assistant Adjutant-Generals of Recruiting in London and Dublin have special recruiters appointed under their command for the purpose of recruiting. The Assistant Adjutant-General of Recruiting in London has also under his command for recruiting purposes a portion of the staff of the

Assistant
Adjutant-
Generals of
Recruiting.

2nd Middlesex Militia.

Royal London

King's Own Royal Tower Hamlets Militia.

Queen's

10. Officers commanding regimental districts will superintend and direct the recruiting service within the limits of their respective regimental districts (with the exception of the recruiting for the Guards, as provided for in paragraph 13 of this section). They will also superintend the recruiting for the Militia battalions of the regiments of their districts under the instructions contained in the Militia Regulations.

Officers com-
manding
regimental
districts.

11. The officer commanding a regimental district has the following agencies at his disposal for recruiting purposes:—

Recruiting
agencies in a
regimental
district.

- (a.) The Regimental Depôt;
- (b.) The Staff of all Infantry Militia battalions of the territorial regiment;
- (c.) Adjutants and Sergeant-Instructors of Rifle Volunteer corps in his regimental district;
- (d.) Special recruiters detached from any arm of the Service;
- (e.) Staff Officers of Pensioners, with their existing agents, paid pensioners, &c., when they may be available.

The officer commanding a regimental district is authorised to station recruiters permanently at any place in the regimental district where he thinks they may obtain recruits.

12. The officer commanding an Auxiliary Artillery sub-district has at his disposal for the purpose of recruiting for the Royal Artillery:—

Recruiting
Agencies for
R.A.

(Q. R.)

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Section XIX.

Enlistment and Service (recruiting).

RECRUITING AGENCIES—*continued.*

- (a.) The Staff of all Artillery Militia in his sub-district ;
- (b.) Adjutants and Sergeant-Instructors of Artillery Volunteer corps in his sub-district.

Special
recruiters.

13. Officers commanding battalions or corps (infantry of the line excepted) may detach special recruiters to any station in the United Kingdom, provided authority from the Adjutant-General has been previously obtained.

Officers commanding regiments of the Foot Guards may, however, detach special recruiters to any station in the United Kingdom without applying for further authority, but will report to the officer commanding the regimental district the name of the special recruiter and the station to which he has been sent.

All special recruiters are under the command of the officer commanding the regimental district, and will report their arrival in the regimental district to the officer commanding the regimental district, who will then give them the authority to recruit on Army Form B 208 (late W. O. Form 244). These special recruiters will be employed under the direction of the officer commanding the regimental district in recruiting for other corps besides their own.

Special recruiters from the Foot Guards will receive all orders relative to recruiting *for their own corps* direct from the officer commanding their regiment.

They will report monthly to the officer commanding the regimental district the number of recruits they have raised for their respective corps ; they will also report to the officer commanding the regimental district when they receive orders from the officer commanding their corps to leave their station.

Selection of
recruiters.

14. Non-commissioned officers should as a rule be chosen as recruiters ; in case of necessity, however, privates may be employed. Recruiters should be medically examined before being detached on recruiting service. Commanding officers are to take care that no one is selected for the recruiting service who is not in every respect qualified for that duty.

Recruiting
through the
Post-office.

15. With the sanction of the Secretary of State and the Postmaster-General the post offices throughout the kingdom will be used as a means of facilitating the enlistment of recruits and of affording them information as to the army.

A notice will be hung up in a conspicuous place in each post office, notifying —

- (a.) That a statement of the conditions of service, pay, and other advantages of the Army can be obtained within.
- (b.) That Forms of application to enlist will also be supplied.

The Postmaster will also furnish the address of the officer commanding the regimental district, to whom application can be made either personally or by letter. Forms of application to enlist will be issued to each Post Office, and the Postmaster will

Enlistment and Service (recruiting).**Section XIX.****RECRUITING AGENCIES—continued.**

be requested to supply them, and, if necessary, to fill them up on application. The Form having been filled up, should be folded, stamped with a half-penny stamp by the recruit, and posted to the Officer commanding the regimental district, who will immediately on its receipt cause a reply to be sent to the applicant, informing him of the address of the nearest recruiter, and directing the applicant to go to him. The recruiter will give the applicant a notice paper, and forthwith take the necessary steps for his enlistment.

Should any difficulty arise the officer commanding the regimental district should report the circumstances of the case, with any remarks or suggestions he may think desirable, to the Adjutant-General.

III.—GENERAL INSTRUCTIONS ON RECRUITING.

16. Recruits may be enlisted for one or other of the several regiments and corps specified below, subject to instructions issued from time to time by the Adjutant-General.

Corps for which men may be enlisted.

- (a.) Regiments of Household Troops { Cavalry.
Infantry.
- (b.) The Royal Regiment of Artillery.
- (c.) The Corps of Royal Engineers.
- (d.) Cavalry Regiments.
- (e.) Infantry Territorial Regiments, as designated in Sec. 1, para. 16.
- (f.) Commissariat and Transport Corps.
- (g.) Ordnance Store Corps.
- (h.) Colonial Corps;

or they may be enlisted for General Service (Cavalry or Infantry).

Recruits joining the army as schoolmasters, or for the purpose of being taken on the strength of the Army Hospital Corps, the Corps of Armourers, the School of Musketry, the Band of Royal Military College, or the Corps of Ordnance Artificers, will be enlisted for General Service Infantry, and appointed to the Corps of Schoolmasters, Army Hospital Corps, Corps of Armourers, School of Musketry Corps, the Band Corps of the Royal Military College, or the Corps of Ordnance Artificers.

17. The terms of service for all arms will be as follows:—

Terms of Enlistment.

Long Service—i.e., 12 years' Army Service; or,

Short Service—7 years' Army Service and 5 years' Reserve Service, which will be converted into 8 years' Army Service and 4 years' Reserve Service, if the period of Army Service expires while the man is serving abroad.

18. All enlistments will be for Short Service, except in the following cases in which the enlistment will be for the full period of 12 years with the Colours, viz.:—

Enlistments to be for short service with some exceptions.

Section XIX.**Enlistment and Service (recruiting).****GENERAL INSTRUCTIONS ON RECRUITING—*continued.***

- (a.) Men enlisted for the Household Cavalry.
- (b.) Men enlisted as Schoolmasters.
- (c.) Men enlisted as Armourers.
- (d.) Men specially enlisted with a view to their appointment as sergeant master tailors.
- (e.) Boys.
- (f.) Men enlisted for Colonial Corps.
- (g.) Men enlisted for the Band Corps of the Royal Military College.
- (h.) Men enlisted for Corps of Ordnance Artificers.

Recruiting to be carried on openly.

19. All recruiting is to be carried on in an open manner, like any other agreement between the employer and the person engaging to serve. No false pretences or misrepresentations are to be made use of to induce recruits to enlist.

List of villages to be kept.

20. The officer commanding a regimental district will cause a list to be kept of the towns and principal villages within the limits of his command; this list should show the population, distance from regimental dépôt, and general occupation of inhabitants (manufacturing or otherwise), and name of the medical officer charged with the inspection of recruits in that locality.

Medical officers to be appointed to examine recruits.

21. The officer commanding a regimental district will take care that there is a medical officer told off (for examining recruits) for each of the towns and villages alluded to in the preceding paragraph.

Should no approving medical officer be available within reasonable distance, the name of some resident civilian medical practitioner willing to undertake the duty should be submitted by the officer commanding the regimental district to the Adjutant-General for approval.

In making recommendations for new appointments, the preference is to be given to Militia, Yeomanry, or Volunteer medical officers.

The necessary instructions for medical examinations will be sent through the officer commanding the regimental district to the civilian medical practitioners. They are to be requested to assist men who are desirous of enlisting by giving them information where to apply, &c.

Authority for recruiters.

22. All recruiters must be furnished with authority to recruit on Army Form B 208 (late W. O. Form 244).

Recruiter not to leave his station.

23. No recruiter is to leave his station or quarter himself in any of the neighbouring towns or villages, for the purpose of attending fairs, or on any other pretence, without the express authority of the recruiting officer.

Recruiting at head-quarters.

24. The officer commanding a cavalry regiment may always recruit at head-quarters for his own corps provided it be below its establishment.

The officer commanding a district or battery of artillery may

GENERAL INSTRUCTIONS ON RECRUITING—continued.

always recruit gunners at head-quarters, and may also recruit drivers to the extent of his establishment.

Officers of the Royal Engineers holding the authority of the Deputy Adjutant-General of that corps to recruit, may recruit for the Engineers.

The officer commanding an infantry battalion may always recruit at head-quarters for his own Corps, provided he does not receive instructions to the contrary. Should recruiting for his Corps be closed, he may enlist men for General Service Infantry, reporting the number so raised to the Adjutant-General on the weekly return on Army Form B 211 (late W. O. Form 18); instructions will then be sent as to their disposal, and the Corps to which they are to be appointed.

25. Recruiting in regimental districts will be conducted as follows:—

(a.) For the Corps (Territorial Regiment).

(b.) For any corps for which the Regimental district is recruiting.

(c.) For General Service Infantry.

Recruiting in
regimental
districts.

(a.) The officer commanding a regimental district should do his best to induce the recruits to enlist in the regiment of his district. He should, however, watch carefully the recruiting for the line battalions of that regiment, and not take recruits for them when they are above their establishment. In computing the establishment of the line battalions of a regiment for recruiting purposes, it is to be understood that battalions in India are to be left out of the calculation, and that only the number of soldiers at the depôt and with the battalion or battalions at home or in the colonies (not India) are taken into consideration.

(b.) Recruits may, without further authority, be enlisted for corps indicated from time to time by the Adjutant-General. Every facility should be given to men who wish to enlist in the Royal Artillery or Foot Guards.

(c.) When the line battalions of a regiment are up to their establishment, recruiting should not be slackened, but recruits should be enlisted for "General Service Infantry," and appointed to such regiments or corps as have been indicated by the Adjutant-General.

26. A recruit should be brought up for approval as soon as possible after attestation (except a recruit for the Foot Guards, as provided for in paragraph 52), and be appointed to a corps as soon as possible after approval.

Recruit to be
approved and
appointed
without
delay.

27. Approving Officers will see that the parish of the recruit is described as fully as possible on the attestation. In large towns there is often more than one parish of the same name, as, for instance, Christchurch, London. In such cases, the parish should be described as Christchurch, Marylebone,—Christchurch, Westminster,—Christchurch, Hoxton (as the case may be).

Parishes to be
noted.

Section XIX.**Enlistment and Service (recruiting).****GENERAL INSTRUCTIONS ON RECRUITING—continued.**

Special enlist-
ments.

28. Application for authority for special enlistment must be made by the approving officer to the Adjutant-General, or in the cases of Royal Engineer head-quarter recruits to the Deputy Adjutant-General Royal Engineers, Horse Guards, War Office, on Army Form B 203 (late W.O. Form 560), if he consider it desirable to enlist—

- (a.) Recruits not conformable to the established regulations as to age and standard of height or chest measurement, but desirable recruits in other respects.
- (b.) Married men.
- (c.) Widowers with one or more children, whether they have served in the Army before or not.
- (d.) Foreigners (the number of foreigners already on the strength of the regiment must be stated).
- (e.) Men offering for a corps not open for recruiting, and who decline to join any other corps.
- (f.) Men wishing to join the Army as Schoolmasters.
- (g.) " " Corps of Armourers.
- (h.) " " School of Musketry Corps.
- (i.) " " Band Corps of the Royal Military College.
- (j.) Men wishing to join the Army with a view to their appointment as sergeant-master tailors.
- (k.) Boys.

Approving officers will note on the attestation of a soldier the date and number of any authority that may be issued for his special enlistment.

Men not
eligible as
recruits.

29. The following men are not to be allowed to enlist :—

- (a.) Men who have been discharged from the Army, Royal Marines, Royal Navy, or Royal Irish Constabulary, for misconduct.
- (b.) Men who received a bad character on discharge from the Army, Royal Marines, Royal Navy, or Royal Irish Constabulary.
- (c.) Men discharged from the Army, Royal Marines, Royal Navy, or Royal Irish Constabulary, as unfit for further service.
- (d.) Men belonging to any Corps of the Regular Forces, Royal Marines, or Royal Navy.
- (e.) Men belonging to the Royal Naval Reserve Force.
- (f.) Pensioners.
- (g.) Apprentices.
- (h.) Ticket-of-leave men.

Enlistment and Service (recruiting).

Section XIX.

IV.—RECRUITS.

30.

CAVALRY.

Measurement
and age of
Cavalry
recruits.

	Height.	Chest-measurement.	Age.
<i>Heavy.</i>			
4th Dragoon Guards.	5 ft. 8 in. to 5 ft. 11 in.	34 in. and upwards if under 5 ft. 10 in. 35 in. and upwards if 5 ft. 10 in. or above.	*19 to 25 years
5th " "			
1st Dragoons. "			
2nd " "			
<i>Medium.</i>			
1st Dragoon Guards	5 ft. 7 in. to 5 ft. 9 in.	34 in. and upwards.	*19 to 25 years.
2nd " "			
3rd " "			
6th " "			
7th " "			
5th Lancers.			
6th Dragoons.			
9th Lancers.			
12th " "			
16th " "			
17th " "			
<i>Light.</i>			
3rd Hussars.	5 ft. 6 in. to 5 ft. 8 in.	34 in. and upwards.	*19 to 25 years.
4th " "			
7th " "			
8th " "			
10th " "			
11th " "			
12th " "			
14th " "			
15th " "			
18th " "			
19th " "			
20th " "			
21st " "			

31.

ROYAL ARTILLERY.

Measurement
and age of
Artillery
recruits.

	Height.	Chest-measurement.	Age.
Gunners	5 ft. 6 in. and upwards. Men of 5 ft. 7 in. and upwards in height who are under 20 years of age may be taken at a minimum chest - measurement of 34 in.	35 in. and upwards	*19 to 25
Artificers { Smiths Wheelrights Harness Makers }	5 ft. 5 in. and upwards	33 in. and upwards	*19 to 25
Tailors†	5 ft. 5 in. and upwards	33 in. and upwards	*19 to 25
Drivers‡	5 ft. 4 in. to 5 ft. 6 in.	35 in. and upwards	*19 to 25

* The minimum age of a recruit will be the physical equivalent of 19 years of age as shown by his weight and general appearance.

† "Artificers and tailors" should be examined by a military workman if possible, or by a competent civilian tradesman, before enlistment, and a certificate of proficiency in the trade obtained.

‡ "Drivers." Only men accustomed to the care and management of horses should, as a rule, be enlisted as drivers.

Section XIX.

Enlistment and Service (recruiting).

RECRUITS—*continued.*Measurement
and age of
Engineer
recruits.

32.

ROYAL ENGINEERS.

	Height.	Chest-measurement.	Age.
Sappers†	5 ft. 6 in. and upwards.	34 in. and upwards if under 5 ft. 10 in. 35 in. and upwards if 5 ft. 10 in. or above.	*19 to 25 years
Shoemakers....	5 ft. 5 in. and upwards.	33 in. and upwards	*19 to 25 years
Tailors....	5 ft. 4 in. to 5 ft. 6 in.	35 in. and upwards	*19 to 25
Drivers‡			

* The minimum age of a recruit will be the physical equivalent of 19 years of age as shown by his weight and general appearance.

† "Sappers." Men of the following trades only should be enlisted as Sappers :— Boat-builders, bricklayers, cabinetmakers, carpenters, collar and harness makers, coopers, gasfitters, glaziers, joiners, masons, painters, plasterers, plumbers, riggers, shoemakers, slaters, smiths (good fitters and forge or bench men), stone cutters, tailors, and wheelers.

Special authority should be applied for to enlist architects, clerks, draughtsmen, engineers, photographers, printers, surveyors, telegraphers, men of other trades likely to be useful in the Corps, and drivers ; also men of the above-mentioned trades who are eligible in other respects, but deficient in height, chest measurement, or age.

‡ "Drivers." As a rule only men accustomed to the care and management of horses should be enlisted as drivers.

In all cases men must be able to read and write, and will be required to produce certificates of good character from their late employer.

Every man, before being attested, will be required to sign Army Form B 151 (late W. O. Form 187).

None but good artificers are to be enlisted ; the utmost care is to be exercised in their selection. Their qualifications must be ascertained by actual trial in the trades to which they profess to have been brought up. Should this be impracticable, a certificate of their proficiency and acquirements must be obtained from their late employers.

The certificate of character, the Army Form B 151 (late W. O. Form 187), and the certificate of proficiency should be attached to the attestation.

Enlistment and Service (recruiting).**Section XIX.****RECRUITS—continued.****33.****INFANTRY.****Measurement
and age of
Infantry
recruits.**

	Height.	Chest-measurement.	Age.
*Foot Guards	5 ft. 8 in. and upwards.	34 in. and upwards if under 5 ft. 10 in. 35 in. and upwards if 5 ft. 10 in. or above	†19 to 25 years.
Infantry of the Line (except Rifle Regi- ments).	5 ft. 4 in. and upwards.	34 in. and upwards if under 5 ft. 10 in. 35 in. and upwards if 5 ft. 10 in. or above	†19 to 25 years.
Rifle Regiments	5 ft. 4 in. to 5 ft. 7 in.	34 in. and upwards	†19 to 25 years.

* Recruiting for the Foot Guards will be carried on under their own special regimental arrangements, but in accordance with such regulations as may from time to time be issued for the recruiting service generally.

**34. COMMISSARIAT AND TRANSPORT AND ORDNANCE STORE
CORPS.****Measurement
and age of
Army Service
Corps
recruits.**

	Height.	Chest-measurement.	Age.
*Commissariat and Transport Corps. }	5 ft. 4 in. to 6 ft.	34 in. and upwards	†19 to 25 years.
Ordnance Store Corps.	5 ft. 5 in. and upwards	34 in. and upwards	†19 to 25 years.

* When recruiting is open for this corps special instructions will be issued as to the class of men required.

35.**ARMY HOSPITAL CORPS.****Measurement
and age of
Army
Hospital
Corps
recruits.**

	Height.	Chest-measurement.	Age.
Army Hospital Corps....	5 ft. 5 in. and upwards.	34 in. and upwards if under 5 ft. 10 in. 35 in. and upwards if 5 ft. 10 in. or above	†19 to 28 years.

All recruits appointed to the Army Hospital Corps will undergo a course of probation at the Depôt and Training School at Aldershot.

† The minimum age of a recruit will be the physical equivalent of 19 years of age, as shown by his weight and general appearance.

Section XIX.**Enlistment and Service (recruiting).****RECRUITS—continued.**

- Enlistment of boys.** **36.** Boys of good character between the ages of 14 and 16 may be enlisted for the purpose of being trained as trumpeters, drummers, buglers, and musicians, at the rate of one boy for every 100 rank and file of establishment. This is in addition to the establishment of drummers, trumpeters, or buglers. Boys of the same age may also be enlisted to be employed as tailors, provided they have previously been partially instructed in that trade, at the rate of one boy for every 200 rank and file of establishment. The proportion in which boys are allowed to be enlisted will, in the case of infantry, be calculated on the establishment of the line battalions and depôt of the regiment combined, and not on that of the respective battalions, and on no account is this proportion to be exceeded.
- Restrictions on enlistment of boys.** Boys are not to be enlisted in anticipation of expected vacancies. No boy is to be enlisted who does not, from his make and stature, give fair promise of growth, and of becoming, when he has attained the proper age, an effective soldier. Before a boy is enlisted the consent of his parents or guardians is to be obtained.
- Special authority for the enlistment of boys.** **37.** Special authority for the enlistment of boys must be applied for to the Adjutant-General on Army Form B 203 (late W.O. Form 560).
- Application for trained boys.** **38.** Whenever boys, partly trained as musicians, are required by regiments, the commanding officer should apply to the superintendent of any industrial or other recognised school stating the instrument on which he wishes the boy to play. Commanding officers can apply in the same manner for boys who have been trained as tailors.
- Probation for boys.** **39.** All boys, except those from the Royal Military Asylum at Chelsea and the Royal Hibernian Military School at Dublin, are to be considered as on probation for six months. If a boy be considered unfit for the service, either from conduct, unwillingness to learn, or not promising to become physically fit for the ranks, a special report is to be made to the Adjutant-General through the General Officer Commanding, accompanied by a descriptive return on Army Form B 130, in sufficient time to allow of the boy being discharged before the expiration of the six months (as provided for in par. 199). When a boy attains the age of 17 he should no longer be included in the roll of boys. Should he then be physically unfit for the ranks, a special report is to be made to the Adjutant-General.

Enlistment and Service (recruiting).

Section XIX.

V.—SENDING RECRUITS TO DESTINATIONS.

40. Enlisted recruits proceeding to a regimental dépôt, or to the head-quarters of a battalion or corps, will go by train or steamer, without escort.

Recruits to be sent to destination without escort, &c.

A non-commissioned officer will take the recruits to the railway station or place of embarkation; he will put into each recruit's hand a "pass" on Army Form B 216, late W.O. Form 973. He will not leave the place of departure until he sees the train or steamer fairly started.

In case there is a junction, or place where there may be a change of carriage, the non-commissioned officer will request the railway superintendent to inform the guard of the train of the number of men to be moved at the junction; but, if possible, a through carriage should be selected.

In case the recruits are sent by steamer the non-commissioned officer will see the ship's steward, tell him the number of men embarked, and arrange for their being dieted according to the regulations in force. He will also request the master of the steamer to prevent the men from disembarking at any intermediate ports as much as possible.

41. A receiving sergeant will be sent to meet the recruits at their destination, and will collect the "passes" and any great coats that may have been issued.

Recruits to be met by a non-commissioned officer.

42. Recruits should be despatched to their destinations as soon as possible after approval. Recruits for the Foot Guards are to be sent immediately after attestation, vide para. 52. When it is necessary that they should remain for the night in London or Dublin on the journey, they should report themselves at the recruit barracks at those stations, producing their passes and remaining there for the night. Recruits must not be sent so as to arrive in London on Saturday.

Recruits to be sent to destination after approval.

43. All recruits must be paraded the day before their departure, and everything likely to assist them in reaching their destination explained to them. They should be informed how they are to be dieted, and instructed to look for the receiving sergeant at their destination. Instructions should be given them about junctions should there be any in their journey. They should then be carefully cautioned against straying from the trains or steamers, and warned of the penalty of desertion. They should also be instructed to be careful to deliver their passes to the receiving sergeant, as they will be held responsible for their loss or any improper use made of them.

Recruits to receive instructions as to travelling.

44. In cases where great coats are allowed for the journey, each recruit will receive a great coat, and an entry will be made on Army Forms B 216 and B 306 (late W. O. Forms 973 and 974), that the recruit has it in charge; the receiving sergeant sent to meet the recruit on arrival will take charge of the great coat, and deliver it into the store at the station whence it can be returned, either by another recruit, or, if an accumulation

Great coats lent to recruits.

Section XIX.**Enlistment and Service (recruiting).****SENDING RECRUITS TO DESTINATIONS—*continued.***

should arise, by paid parcel. See clause 203, Army Circulars, 1871.

Recruits' departure to be reported.

45. The officer sending recruits will, by the previous day's post, furnish to the proper officer, at the place of destination, a report on Army Form B 206 (late W. O. Form 974) showing by what train the recruits will travel, and where, and when, they are to be met.

Deserter recruits.

46. In all cases of recruits failing to reach their destination, immediate report is to be made to the Adjutant-General, and the usual steps taken as regards deserters. The report should always be accompanied by the full particulars of the enlistment of the recruit, and the opinion of the approving officer, whether the recruiter has failed in due precaution in ascertaining the antecedents of the recruit before enlistment, and consequently, has rendered himself liable to all expenses.

VI.—PROCEEDINGS ON ENLISTMENT.

Notice paper to be given to recruit.

47. When a man offers himself for enlistment, the recruiter will ask the man if he has already received a notice paper. Should the man answer in the negative, the recruiter* will fill up and give him a notice paper, Army Form 205 (late W.O. Form 336). The recruiter should take the man before the recruiting officer, if there be such an officer at the station.

Duty of recruiting officer.

48. The recruiting officer will personally inspect the recruit, and in deciding as to his fitness, will look at the man's general appearance and consider if he would, as a regimental officer, wish for such a recruit.

A few questions should be put to the recruit to ascertain that he is not deficient in intellect, nor labouring under impediment of speech, which should be free and strong.

The recruiting officer should, as far as possible, satisfy himself that there is no cause that would render the man undesirable as a recruit.

The medical officer is responsible for the measurement of recruits; but, as it is desirable to prevent the expense of the examination by civilian medical practitioners of recruits who have manifest disqualifications, the recruiting officer should satisfy himself that the man is fit for the service before sending him on to medical inspection.

Should the recruiting officer consider the recruit to be unfit he should be at once rejected.

Should the recruiting officer consider the recruit to be fit, he

* This recruiter will afterwards, if practicable, accompany the recruit to medical examination and attestation. Should the man offering himself for enlistment have already received a notice paper from another recruiter, no second recruiter is to attempt to supplant the first recruiter by giving the man a second notice paper.

Enlistment and Service (recruiting).**Section XIX.****PROCEEDINGS ON ENLISTMENT—continued.**

will ask him the questions laid down in the notice paper and explain their meaning.

The recruiting officer will then sign Army Form B 214 (late W. O. Form 579), and send the recruit on for medical inspection.

49. Should there be no recruiting officer within reach, the recruiter will carry out the above duties, and afterwards accompany the recruit to the medical inspection. Duty of recruiter.

50. The instructions for the medical examination of recruits are to be found in the Army Medical Regulations. Medical examination of recruit.

A recruit should be medically examined *before attestation* by an army medical officer; if, however, no such officer is available, he should be primarily medically examined before attestation by the nearest civilian medical practitioner appointed for this duty.*

Should the recruit pass the medical examination, he should then be taken before a magistrate for attestation.

Should the recruit be found unfit he should be at once rejected.

51. As soon as possible after having been attested, the recruit will be taken before the approving officer. Should the recruit have been attested at an out-station, the attestation, with a covering letter explaining the case, should be sent by the first post to the approving officer, and the recruit should be furnished with a written instruction, directing him where to proceed to; he should be ordered to retain this instruction, and to give it up when he arrives at his destination. The approving officer will see that the attestation is correctly filled in, and then (if he approve of the recruit) will appoint him, if enlisted for a particular corps, to that corps; and if enlisted for General Service Infantry, to some corps of that arm for which the regimental district is recruiting. Appointment of recruits.

52. Recruits raised by the agencies at the disposal of the officer commanding a regimental district will be taken before that officer for approval (with the exception of recruits for the Foot Guards). Approval of recruits.

A recruit for the Foot Guards is not to be finally approved by the officer commanding a regimental district; but after attestation and medical examination is to be sent for approval to the officer commanding the regiment at the Horse Guards, Whitehall, London.

All recruits raised by the agencies at the disposal of the officer commanding an auxiliary artillery sub-district will be taken before that officer for approval.

All recruits raised at the head-quarters of a corps, battalion, battery, or portion thereof, will be taken before an approving officer of that corps.

* When there are no means for carrying out a medical examination on the spot, the recruit may, as an exceptional measure, be attested by the magistrate at once, and sent forthwith for examination to the nearest military medical officer or civilian medical practitioner appointed to examine recruits.

Section XIX.**Enlistment and Service (re-engagement).****PROCEEDINGS ON ENLISTMENT—continued.**

Engineer recruits raised by recruiting officers of the Royal Engineers are head-quarter recruits. They will be sent for approval to a field officer of the Royal Engineers, if there be one available; but if there be no such officer available, they will be sent for approval, if for the Companies of the corps, direct to the School of Military Engineering at Chatham,—if for the troops, direct to the Officer Commanding Troops and Companies, Royal Engineers, Aldershot.

A recruit is not considered to have been finally approved for the service until he has been approved both by an approving officer and a medical approving officer.

Objection to recruits by approving officer.

53. Should the approving officer have any serious objection to make to an enlisted recruit who has passed the final medical examination, he should refer the case to the Adjutant-General (sending up the attestation). See also Par. 199.

VII.—EXTENSION OF SERVICE, RE-ENGAGEMENT, &c.**Extension of Service.**

Extension of army service.

54. Non-commissioned officers and soldiers of good character desirous of extending their Army Service for the whole, or a part of the term of their original enlistment, in accordance with Sec. 75, Army Discipline and Regulation Act, may be permitted to do so according to the following instructions:—

Men extending their service to pass under Part II. of A. D. and R. Act.

All soldiers who extend their Army Service will be required to consent to the application to them of the provisions of Part II., Army Discipline and Regulation Act, as regards reckoning of service, forfeiture of service, liability to serve, or to be detained in the service, and liability to transfer from one corps to another, or to the Reserve.

Cases in which extension of is to be allowed.

55. The following table shows the cases in which extension of service can be effected:—

(a.) Non-commissioned officers of any branch of the service.	On the expiration of a year's probation as non-commissioned officer not below the rank of Corporal.	Have the right to extend their service to 12 years with the Colours. This right to be exercised within one month of the expiration of the probationary service.
(b.) Non-commissioned officers of any branch of the Service, who failed to exercise the right referred to in para. (a). Bandsmen and Artificers of any branch of the Service.	After completing 3 years' service.	May be allowed to extend their service to 12 years with the Colours, on the recommendation of their Commanding Officer.
(c.) Gunners of the Royal Artillery selected for transfer to the Coast Brigade.	After completing 5 years' service.	May be allowed to extend their service to 10 years with the Colours, on the recommendation of their Commanding Officer.

Enlistment and Service (re-engagement).

Section XIX.

EXTENSION OF SERVICE, RE-ENGAGEMENT, &c.—*continued.*

(d.) Other soldiers.	During the last year of their Army Service.	May be allowed, in special cases, to extend their service to 10 years with the Colours, on the recommendation of their Commanding Officer.
	On embarkation for Foreign Service.	May be allowed to extend their service to complete a period not exceeding 10 years with the Colours, on the recommendation of their Commanding Officer.

56. Commanding officers will submit applications, on Army Form B 221, for extension of Army Service under (a) and (b,) to the General officer commanding, by whom they will be dealt with as the competent military authority.

Competent military authority for extension of service.

Applications under (c) and (d) will be submitted, on Army Form B 221, to the Adjutant-General if the man is serving at home or in the colonies, or to the Commander-in-Chief in India, if he be serving in India, for approval.

57. When the requisite authority has been granted, the fact that a soldier has been allowed to extend his army service will be duly entered on his records of service, together with the date of the authority.

Entries in Records of service.

The man's consent to the application to him of Part II. of the Army Discipline and Regulation Act will also be entered in his records of service.

Re-engagement.

58. Non-commissioned officers and soldiers of good character, desirous of re-engaging, in accordance with section 81, Army Discipline and Regulation Act, for such further period of army service as will make up a total continuous period of twenty-one years' army service, reckoned from the date of attestation, and inclusive of any period previously served in the Reserve may, on the recommendation of their commanding officer, be permitted to do so according to the following instructions :—

Cases in which re-engagement is allowed.

(a.) Sergeants	At any time after they have completed 9 years' service.	Have the right to re-engage, subject only to veto of the Secretary of State.
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Section XIX.**Enlistment and Service (re-engagement).****EXTENSION OF SERVICE, RE-ENGAGEMENT, &C.—continued.**

(b.) Corporals, Bandmen, and Artificers.	At any time after they have completed 9 years' service.	May be allowed to re-engage on the recommendation of their commanding officer.
(c.) Trumpeters, Drummers, and Buglers.	During the 12th year of service.	One out of every four in each regiment or battalion may be allowed to re-engage on the recommendation of their commanding officer.
(d.) Schoolmasters.	During the 12th year of service.	Have the right to re-engage, subject only to the veto of the Secretary of State for War.
(e.) Other soldiers ..	During the 12th year of service.	Not allowed to re-engage without special authority from head-quarters. (See Para. 59.)

Competent military authority for Re-engagements.

59. Commanding officers, when they approve, will submit applications to re-engage under (a.) (b.) and (c.) accompanied by Army Form O. 1724, (late W.O. Form 619), duly signed by the soldier, and by the commanding officer, to the general officer commanding, by whom they will be dealt with as competent military authority.

Re-engagements under (d) will be submitted to the Adjutant-General for approval as competent military authority.

Re-engagements under (e) will only be allowed in special cases. Each case to be submitted to the Adjutant-General for approval, accompanied by the documents above mentioned, and also by a statement as to the grounds on which the recommendation is based.

Men who refuse to re-engage while abroad.

60. Non-commissioned officers and men who decline to re-engage while serving abroad, and who are sent home in consequence, are not to be permitted to re-engage on arrival in this country.

Soldiers re-engaging must pass under Part II. of A. D. and R. Act. Entries in Records of Service.

61. All soldiers on re-engagement will pass under the provisions of Part II. of the Army Discipline and Regulation Act. Infantry soldiers will also be required to re-engage for service in a Territorial Regiment.

62. The fact of a soldier's re-engagement will be duly entered in his Records of Service, together with the date of the re-engagement.

Transfer for the purpose of re-engaging in another corps.

63. When a soldier serving with one corps is eligible to re-engage, and desires to re-engage into another corps, an application for transfer "for the purpose of re-engaging" should be made, as directed in par. 83 of this Section, in time to allow of the man being transferred to his new corps before the expiration of his first period of service—the soldier would then re-engage in his second corps.

Enlistment and Service (service).**Section XIX.****EXTENSION OF SERVICE, RE-ENGAGEMENT, &c.—continued.****Continuance in the Service beyond 21 years.**

64. Non-commissioned officers (or, in very special cases, other soldiers of good character) who are desirous of continuing in the service beyond 21 years, in accordance with Section 82, Army Discipline and Regulation Act, may, with the approval of the competent military authority, be permitted to do so.

Competent military authority to approve of continuance in the service.

The competent military authority authorised to approve of soldiers remaining in the service beyond 21 years, under Section 82, Army Discipline and Regulation Act, will be as follows:—

In the case of—

Schoolmasters	{	Director-General of Military Education.
Non-commissioned officers ..	{	The Commanding Officer.
Other soldiers	{	The General Officer Commanding.

65. When the requisite authority has been granted, the fact that the soldier has been permitted to continue in Army service beyond 21 years will be duly entered on his records of service (3rd pages of attestations) together with the date of the authority.

Entry in Records of Service.

Re-enlistments.

66. Men who have been discharged from the Army, Royal Marines, Royal Navy, or Royal Irish Constabulary, may be permitted to re-enlist into the army up to the age of 28, provided they are not ineligible under paragraph 29 of this section.

Re-enlistment of discharged men.

PART II.—SERVICE OF SOLDIERS.**I.—Former Service on Re-enlistment.****II.—Restoration of Forfeited Service.****I.—FORMER SERVICE ON RE-ENLISTMENT.**

67. Instructions regarding the reckoning of former service of re-enlisted men towards pension and good-conduct pay will be found in the Royal Warrants relating to pay in force for the time being. By the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. 1), it is laid down that men re-enlisting *after the 1st October 1880*, will *not* be allowed to reckon any former service towards good-conduct pay and pension, the instructions laid down in this sub-section, therefore, only apply to men who re-enlisted before that date.

Reference to Royal Warrants.

68. Applications for authority to reckon former service for men who re-entered the army prior to 1st October 1880, are to (Q. R.)

Form of application.

Section XIX.

Enlistment and Service (service).

FORMER SERVICE ON RE-ENLISTMENT—*continued.*

be addressed to the Adjutant-General on Army Form B 220 (late W. O. Form 1133), accompanied by the documents therein prescribed.

Commanding officers will state, in submitting the applications, whether they are satisfied as to the soldier's identity, and should there be any discrepancy between the descriptions on discharge and on attestation, an explanation of the circumstance must be furnished.

Exceptional cases.

69. In the case of a soldier who concealed the fact or misrepresented the cause of his former discharge, application to reckon his previous service will not be submitted until he has been five years clear of the regimental defaulter book subsequent to the date of the discovery of the offence, or of his release from imprisonment if brought to trial. This rule will also hold good in the case of men who have not re-enlisted within one year of their discharge.

II.—RESTORATION OF FORFEITED SERVICE.

Restoration of forfeited service.

70. Instructions regarding the forfeiture and restoration of service towards limited engagement are contained in Part II of the Army Discipline and Regulation Act, and towards good-conduct pay and pension in the Pay Warrants for the time being.

Period of probation necessary.

71. A soldier who enlisted prior to the passing of the Army Discipline and Regulation Act, 1879, and who has forfeited his service towards good-conduct pay and pension, should be recommended for the restoration of such service when he establishes his claim thereto by uninterrupted good conduct (as shown by his having no entries in the regimental defaulter book) for five years in case of a first conviction entailing loss of service; for seven years in case of a second conviction of the same nature; and for ten years should any circumstance of an aggravated character have attended the commission of the offence on account of which he had incurred the penalties in question.

Exception.

72. A soldier may, however, be recommended for such restoration after half the periods here prescribed, provided he has shown not only unremitting good conduct, but has also given good, faithful, or gallant service of a constant and sustained character in the field, or has performed some specific act of valour in the field, reflecting honour on the regiment and on himself.

Reckoning period of probation.

73. The period of probation will be reckoned from the release of the soldier from imprisonment and his return to duty; or, in the case of a man confessing desertion whose trial has been dispensed with, from the date of the order dispensing with the trial. In the case of a militiaman who has enlisted into the Regular Forces without having previously obtained a release from his militia engagement, the probation will reckon from the date of the man being held to serve on his line attestation.

Enlistment and Service (service).

Section XIX.

RESTORATION OF FORFEITED SERVICE—*continued.*

74. Commanding officers will make these applications to the Adjutant-General on the *1st January, 1st April, 1st July, and 1st October* of each year for all men under their command who, during each previous quarter, may have become eligible for restoration of forfeited service, under the rules above stated, noting opposite each man's name the exact date of his becoming eligible. The applications are to be made on Army Form B 219 (late W. O. Form 435), and are to be accompanied in each case by a certified copy of the soldier's record of service (3rd page of attestation), and of his regimental defaulter sheet. Recommendations for restoration of service forfeited by enlistment from Militia into the Regular Forces without having previously obtained a release from Militia engagement, are to be submitted in a separate application. The case of a soldier about to be discharged or transferred to the Army Reserve, may be specially submitted directly he becomes eligible. A covering letter need not be forwarded with these applications except in special cases, and blank returns are not to be rendered when there are no men eligible.

Commanding officers are to forward the applications for restoration of forfeited service, when a soldier has become entitled thereto, under the foregoing regulations, without waiting for the soldier himself to prefer his claim.

Applications,
how to be
made.

PART III.—TRANSFERS.

- I.—General Instructions on Transfers.
- II.—Transfers to Departmental Corps.
- III.—Transfers to 1st Class Army Reserve.
- IV.—Transfers to Permanent Staff of Auxiliary Forces.

I.—GENERAL INSTRUCTIONS ON TRANSFERS.

75. General officers commanding districts at home will, when they approve, carry out, without reference to higher authority, the transfer of men to other regiments or corps in the same arm of the service, for the purpose of serving with their elder brothers, or for the purpose of re-engaging.

Transfers at
home, autho-
rised by
G. O. C.

76. General officers commanding abroad will, when they approve, authorise transfers to serve with elder brothers, or for the purpose of re-engaging, when both corps are serving in the same command.

Transfers
abroad, autho-
rised by
G. O. C.

77. The commanding officer of the younger brother or man wishing for transfer will, in the first instance, forward a descriptive return on Army Form B 241, duly filled in, to the officer commanding the corps to which it is proposed to transfer him, who, if he concurs, will sign and return the form. The com-

Application
for ordinary
transfers.

Section XIX.**Enlistment and Service (transfer).****GENERAL INSTRUCTIONS ON TRANSFER—continued.**

manding officer of the younger brother or man wishing for transfer will then submit the application to the General officer commanding the district in which he is serving, who will, if he think fit, authorise the transfer, and issue the necessary route for the man's removal.

C. O.'s to
concur.

Transfer of
relatives.

When to take
place.

Notification
of transfer
to depôt.

Transfer-
certificate for
pocket-ledger.

78. The opinion of the respective commanding officers is to be invariably shown in submitting an application for transfer.

79. When the application is made to enable relations to serve together it should be stated if there is reason to believe that a *bonâ fide* relationship exists between the men, as shown by the entries of next-of-kin in the men's pocket-ledgers, and if the conduct of both has been good.

80. Transfers are to take place as a general rule from the last day of the month; to which date, inclusive, the men will be settled with in their old corps. They will be struck off the strength of the old regiment, and taken on that of the new, in the monthly return of the following day.

81. The commanding officer of an infantry battalion from which a transfer is made, will immediately notify the transfer to the officer commanding the regimental depôt, with a view of that officer forwarding the original attestation (and documents thereto attached), as directed in Sec. 22, par. 26.

82. When a soldier is transferred from one corps to another, he will receive, from the officer commanding the corps he leaves, a transfer-certificate according to the following form for insertion in his pocket-ledger:—

The services of the above-named _____

prior to his transfer into the _____ *Regiment (cause of transfer*
to be here stated) are _____

Certified, _____

Officer Commanding

_____ *Regiment.*

Special trans-
fers.

83. Transfers to a regiment or corps in a different arm of the service, i.e., from infantry to cavalry, artillery, or departmental corps, or *vice versâ*, or special cases of transfers within the same arm of the service, will, after the course laid down above has been gone through, be submitted to the Adjutant-General, or the General officer commanding in Ireland, by the General officer commanding the district in which the younger brother or man desirous of transfer is serving.

Enlistment and Service (transfer).

Section XIX.

GENERAL INSTRUCTIONS ON TRANSFER—*continued*.

84. When a man, enlisted under the Army Discipline and Regulation Act of 1879, or who has consented to the application to him of Part II of the Act, is transferred to a regiment or corps in a different arm of the service, the conditions of his service will be modified so as to correspond with the general conditions of service in the arm or branch to which he is transferred in accordance with Section 80 (3) of the Act; and an entry to that effect will be made on the 3rd page of his attestation and copy attestation, as directed in par. 15, Sec. 22.

Modification
of conditions
of service on
transfer.

85. An officer is not liable to be called upon to pay more, in the first instance, than ten shillings in the infantry, and fifteen shillings in the cavalry, artillery, and engineers, of the debt of any individual transferred to his troop, battery, or company; but men in debt beyond these amounts respectively are, nevertheless, to remain under stoppages until the whole amount shall have been recovered, when it is to be remitted to the corps from which they may have been transferred.

Debts of
soldiers trans-
ferred.

86. When a soldier is transferred from a *dépôt* or battalion or corps, the commanding officer will send with him the following documents, viz.:—

Documents to
be furnished
on transfer.

a. An original last pay-certificate or No. 1 Report, prepared by the paymaster, on Army Form O 1770 (late W. O. Form 330). (This document is most important, as without it no pay can be drawn or accounts adjusted).

b. Ledger-sheet, containing the last statement of their accounts. (Army Form N 1475, late W. O. Form 338).

**c.* Savings-bank transfer-statement, if any. (Army Form O 1754, late W. O. Form 380.)

**d.* Detailed statement of any special claims, if any, that cannot be adjusted at the date of transfer. This, however, ought rarely to happen.

e. A list of necessaries in possession.

f. Clothing return (Army Form H 1157, late W. O. Form 32).

**g.* Compensation return (Army Form P 1917, late W. O. Form 604).

h. Company or troop defaulter-sheet (Army Form B 121, late W. O. Form 779).

i. Medical history-sheet (Army Form B 178, late W. O. Form B 1143).

j. Proceedings of the Court of Enquiry, if any (but a Court of Enquiry *on an injury* would be with the original attestation, *vide* Sec. 23, par. 26) (Army Form B 115, late W. O. Form 875).

k. Musketry transfer-return (Army Form B 193, late W. O. Form 929).

* These documents need not be forwarded in blank.

† This is only required if the man has been tried within the last twelve months.

Section XIX.**Enlistment and Service (transfer).****GENERAL INSTRUCTIONS ON TRANSFER—continued.**

l. Extract from Register of Certificates of Education Army Book No. 13).

*m. Extracts from Register of Marriages and Baptisms, if any. (Army Form R 22, late W. O. Form 771).

*n. Certificate of being on the married establishment, if any.

o. Copy Attestation.

*p. Copy of re-engagement paper, if any (Army Form O 1724, late W. O. Form 619).

q. Regimental defaulter-sheet (Army Form B 120, late W. O. Form 739).

r. Court-martial sheet (Army Form A 12, late W. O. Form 92).

†s. Proceedings of Regimental Court-martial, if any (Army Form A 9, late W. O. Form 642).

*t. Certified copies of convictions by the Civil Power, if any.

See para. 89 of this Section, describing how these documents are to be prepared and sent.

Documents of schoolmasters on transfer.

87. On the transfer of a schoolmaster from one corps to another, the copy attestation, with the record of service on the 3rd page duly completed up to the date of transfer, will be forwarded to the Director-General of Military Education, in order that the necessary alteration may be made in the original attestation, which is kept in his office. The other documents specified in the preceding paragraph (except *f*, *g*, and *m*, which are not required by schoolmasters) will be sent direct to the corps to which the schoolmaster is transferred.

Original attestation to be sent on transfer.

88. As soon as intimation is received of a man having been transferred (*vide* paragraph 77) the officer in charge of the original attestation will forward it, together with the documents thereto attached (*vide* Sec. 22, para. 26), direct to the officer who has charge of the attestations in the man's new corps.

Transmission of documents.

89. When soldiers are transferred or discharged great inconvenience is frequently caused by the whole of the necessary documents not being sent at once to the officer who should, in future, have charge of them.

(a.) With a view of obviating this inconvenience, Army Form (B 278), headed "*List of Documents*," has been prepared. One of these forms will be attached to the outside of the first page of each Copy Attestation in the keeping of Commanding Officers. This should be done by means of a little gum or a wafer put on the left upper corner of the Attestation.

(b.) When a soldier is to be transferred to another battalion or corps, or to the Reserve, or when he is to be discharged, the documents relating to the man, required by Regulations (*vide* paragraphs 86, 96, and 140), will be put inside his Copy Attestation (or Attestation as the case may be), carefully arranged in the sequence shown in this form (B 278). Should any one of

* These documents need not be forwarded in blank.

† This is only required if the man has been tried within the last twelve months.

GENERAL INSTRUCTIONS ON TRANSFER—*continued.*

these documents be missing an explanation of the deficiency, written on a half-sheet of foolscap, and signed by the Commanding Officer, must be substituted. This half-sheet will remain until the missing document is found and put back. Each separate Attestation will then be folded once lengthways, with the "*List of Documents*" (Form B 278) *outside*, and tied round with a piece of string or tape. The Attestations of a draft will be arranged alphabetically and made into a parcel, in order that all the documents of any individual man may be easily found.

(c.) The "*List of Documents*" will remain attached to the Copy Attestation in the custody of the Commanding Officer, for future use or reference, as to what documents were received with the man, and will remain so attached until discharge, when it should be transferred to the original Attestation sent up with the discharge documents.

(d.) On another Army Form, B 279, headed "*Receipt for Documents*," the Commanding Officer who sends the man or men away will cause a nominal list of the party to be prepared alphabetically, showing the documents sent with each man. The entries against any man's name, in the "*Receipt for Documents*" should be the same as those against his name in the "*List of Documents*."

(e.) The Officer to whom the documents are sent, should check them by the entries in the "*List of Documents*," as soon as possible after receiving them. He should also check the entries in each "*List of Documents*" against the entries in the "*Receipt for Documents*." Having found the entries correct he should sign and return the "*Receipt for Documents*." Should any document be missing, he must at once apply for it, as he will be held answerable for any deficiency.

(f.) In the case of a draft proceeding under the command of an Officer, the documents of all the men, duly prepared, as directed in paragraph (b), will be handed over to him with the "*Receipt for Documents*." This should be done in sufficient time to enable him to check the entries as directed in paragraph (e) and return the "*Receipt for Documents*" before his departure. In other cases, the "*Receipt for Documents*" will be sent by post to the Officer who takes over the command of the men, who will deal with it as directed in (e).

In cases of transfer from one corps to another the original attestations, together with the documents thereto attached, will be transferred direct from the officer in whose custody they were to the officer who will have charge of them in future.

II.—TRANSFERS TO DEPARTMENTAL CORPS.

90. Transfers from the Cavalry and Infantry to the Commissariat and Transport Corps may be allowed to the extent of three men annually from each battalion of infantry or regiment of cavalry at home, or dépôt of regiment abroad. Officers com-

Transfers to
Commissariat
and Transport
Corps.

Section XIX.

Enlistment and Service (transfer).

TRANSFERS TO DEPARTMENTAL CORPS—*continued.*

manding will accordingly furnish annually to the Adjutant-General nominal and descriptive returns, on Army Form B 242, of men who are desirous of being transferred to the above Corps. These Returns are to contain the names of not more than three men, and are to be forwarded as follows:—

Regiments and Depôts of Cavalry of the Line	During 1st quarter
Foot Guards	of each year.
Line Battalions and Depôts of Territorial Regiments.	The .. Royal .. Scots .. (Lothian Regiment).	to The Royal Welsh Fusiliers in- clusive. During 2nd quarter.
	The South Wales Borderers	" The Northamptonshire Regi- ment inclusive. During 3rd quarter.
	The Princess Charlotte of Wales's (Berkshire Regiment).	" The Prince Consort's Own (Rifle Brigade) inclusive. During 4th quarter.

Copies of company defaulter sheets should be appended to the nominal returns, and, in the case of clerks, specimens of writing and ciphering must also be forwarded.

Qualifications. 91. The qualifications required from the men who may volunteer are as follows, viz.:—

- (a.) They must be men enlisted for short service, and have served at least one year.
- (b.) They must be unmarried, under 30 years of age, able to read and write, not less than 34 inches round the chest, and, with the exception of clerks and artificers, not over 5 feet 7 inches in height.

Men will not be taken from the Royal Artillery or Royal Engineers. Carriage and shoeing smiths, wheelers, collar-makers, bakers, butchers, coopers, and clerks are those who will be most eligible, and also men who are acquainted with the management and care of horses.

Care in selection of men. 92. In selecting men, Commanding Officers are to bear in mind that only the names of candidates should be submitted whose good conduct and steady behaviour afford a promise that the responsible duties with which they must frequently be entrusted will be satisfactorily performed, as great expense is frequently incurred through men who are not properly qualified being recommended.

Period of probation. 93. From the lists of volunteers, the most eligible candidates will be selected to undergo a period of probation, not exceeding three months. Non-commissioned officers volunteering must relinquish their rank before they can be allowed to join the corps on probation, and they should be given distinctly to understand that, although they should pass such period of probation satisfactorily, yet they can only be finally transferred as privates. During the period of probation the candidates will be retained on the strength of their Line corps. At the expiration of the three months' probation application will be made by the officer commanding the detachment of the Commissariat and Transport Corps to the staff officer of

Enlistment and Service (transfer).**Section XIX.****TRANSFERS TO DEPARTMENTAL CORPS—continued.**

the corps for the confirmation of the transfer, should the men be found eligible.

94. Transfers to the Ordnance Store Corps, to the Army Hospital Corps, and to other Departmental Corps will be carried out in accordance with instructions which may be issued from time to time.

Transfers to
Ordnance
Store Corps.

95. The re-transfer of men from Departmental or other Corps under Section 80 (6) of the Army Discipline and Regulation Act of 1879 will not be carried out without referring the case to the Adjutant-General when the man is serving at home. When the man is serving abroad, the re-transfer may be authorised by the General or other officer commanding.

Re-transfers
from Depart-
mental Corps.

III.—TRANSFERS TO 1st CLASS ARMY RESERVE.

96. The following arrangements are to be carried out, when short service men have completed their term of army service:— Commanding officers will on the 1st of each month transmit a return, in duplicate, on Army Form D 431 (late W. O. Form 991), of all men who have completed their period of service with the colours, to the General Officer commanding the district, by whom their transfer to the Army Reserve will be sanctioned. Blank returns need not be furnished when there are no men completing their army service during the month. On receipt of the necessary authority commanding officers will complete their discharge documents and send the men to their respective intended places of residence. Each man should be furnished with—

Transfer at
home to
Reserve.

1. Railway and passage warrants (if necessary).
2. Copy of conditions of service in 1st Class Army Reserve, Army Form D 420 (late W. O. Form 507), which should be signed by the man before leaving.
3. Protecting certificate, Army Form D 439 (late W. O. Form 521), which will be exchanged for an Army Reserve Certificate on his reporting himself in his pension district.

97. Soldiers who have completed their army service abroad will be sent home, under proper charge, by the first convenient public opportunity; those of cavalry and infantry to Netley, and artillerymen to Woolwich, accompanied by the returns and documents prescribed in the preceding paragraph.

On arrival at Netley their documents will be completed, and the men dealt with as directed in paragraph 96, without reference to higher authority. When men arriving from abroad are sent to stations other than Netley they will be similarly disposed of on receipt of the necessary authority.

Transfer to
Reserve of
men arriving
from abroad.

In every case in which a soldier sent home in accordance with these instructions may be deemed unfit for service with the Army Reserve, he should be brought forward for discharge as an invalid instead of being transferred to the Army Reserve.

98. Commanding officers will submit, on the 1st of each

Transfer to

Section XIX.**Enlistment and Service (transfer).****TRANSFERS TO 1ST CLASS ARMY RESERVE—continued.**

Reserve on
conversion of
service with
colours.

month, to the Adjutant-General, on Army Form D 433, the name of any soldier serving at home who, after three years' Army Service, desires to pass to the Reserve to complete in it the unexpired term of his original enlistment, in accordance with Sec. 75, Army Discipline and Regulation Act, but it is to be distinctly understood that soldiers have no claim to convert their Army into Reserve Service, and they will only be allowed to go to the Reserve when the requirements of the Service admit of it. These returns will not be required from Horse and Field Batteries of Royal Artillery, Troops and Companies of Royal Engineers, and Cavalry Regiments belonging to 1st Army Corps, all Garrison Artillery, the Telegraph, Survey, and Submarine Mining Companies of the Royal Engineers, and Infantry Battalions on an establishment of 900 rank and file and upwards. On receipt of the necessary authority from head-quarters, commanding officers will deal with the men as directed in paragraph 96.

Instructions
to soldiers on
transfer to
Reserve.

99. Soldiers transferred to the Army Reserve will be instructed to report themselves to the officer charged with the payment of Pensioners in the district in which they intend to reside. The address of this officer should be given to the man before he leaves his regiment.

Preparation
and disposal
of documents
on transfer to
Reserve.

100. When a man is transferred to the Army Reserve, the following documents connected with him will be sent (on the day the man leaves) to the officer charged with the payment of the Army Reserve in the pension district in which the man intends to reside:—

1. No. 1 Report (separate for each man).
2. Company defaulter-sheets.
3. Discharge documents (see paragraph 140).*
4. Declaration (in the case of men permitted to enter the Reserve under paragraph 98) on Army Form D 422 (late W. O. Form 990), or Army Form D 423 (late W. O. Form 992), as the case may be.

The discharge documents are to be completed up to the date of transfer, as directed in paragraph 141, care being taken that the particulars as to conduct and service in the Reserve and final discharge are left blank in the proceedings on discharge and in the parchment discharge certificate. (See par. 89 of this Section, describing how these documents should be prepared and sent.)

Reserve men
about to
reside in
London.

101. Officers commanding corps will be careful to ascertain the exact address of soldiers who intend to reside in London on transfer to the Army Reserve, in order that their discharge and other documents may be sent to the proper officer. The limits of the several Metropolitan Pension Districts are given in a foot note to the Appendix to Clause 129, Army Circulars, 1877.

* The *copy*-attestation and not the *original* attestation will be included in the discharge documents sent with a man on transfer to the Army Reserve.

Enlistment and Service (transfer).

Section XIX.

TRANSFERS TO 1ST CLASS ARMY RESERVE—*continued*.

102. In the event of the documents referred to in paragraph 100 not being transmitted, or of the particulars of the case of each man not being satisfactorily stated in them, the officer charged with the payment of the Army Reserve is to report the same immediately to the officer commanding the Regimental District.

Non-transmission of documents to be reported.

103. The names of men transferred to 1st Class Army Reserve will be entered in the "Nominal and Descriptive List of Men Transferred to Army Reserve" (Army Book 249), which will be kept for that purpose by the officers specified below, viz. :—

List of men transferred to be kept up.

Royal Artillery by the	{ Deputy Adjutant-General, Royal Artillery, Record Office, Woolwich.
Royal Engineers "	{ Deputy Adjutant-General, Royal Engineers, Horse Guards, War Office.
Cavalry (at home) "	{ Officer Commanding the regiment.
Cavalry (abroad) "	{ Officer Commanding, Cavalry Depôt, Canterbury.
Infantry of the Line "	{ Officer Commanding the Regimental Depôt.
Commissariat and Transport Corps, by the.. ..	{ Staff Officer, Commissariat and Transport Corps, War Office.
Ordnance Store Corps, by the	{ Officer Commanding, Ordnance Store Corps, Woolwich.
Army - Hospital Corps, by the ..	{ Director-General, Army Medical Department, Whitehall.

In order that this Register may be accurately kept, officers commanding corps from which the men are transferred will forward to the officer having charge of the Register nominal and descriptive returns of the men transferred, and the officer charged with the payment of the Army Reserve men in the several regimental districts will notify to him all casualties and changes of residence subsequent to transfer.

104. The Officer commanding a Regimental District is in charge of the men of the Army Reserve residing within it, and Officers paying them will furnish him with any information he asks for.

O. C. regimental district in charge of Reserve.

105. Re-transfers from the 1st Class Army Reserve will not be allowed without the special sanction of the Adjutant-General. Applications for re-transfer will be addressed by the officer commanding the Regimental District in which the man resides to the officer commanding the man's former regiment or depôt, by whom it will be submitted to the Adjutant-General of the Forces. Should the re-transfer be authorised, the man's discharge and other documents will be completed and duly verified up to the date of his quitting the Reserve, and remitted to his regiment or depôt.

Re-transfer to the Regular Forces.

Section XIX.**Enlistment and Service (transfer).**

Rank on
rejoining
colours.

Men of the 1st Class Army Reserve who are permitted to return to the colours will rejoin in the same rank as that in which they were transferred.

IV.—TRANSFERS TO PERMANENT STAFF OF AUXILIARY FORCES.

Qualifications
for permanent
staff of Aux-
iliary Forces.

106. Detailed instructions as to the qualifications of men proposed to be transferred from the Regular Army to the permanent staff of the Auxiliary Forces are contained in the Regulations regarding those services.

Applications
for transfer.

107. Non-commissioned officers of cavalry, artillery, and infantry of the Regular Forces at home, who have served in the Army for the periods specified below, and are willing to be transferred to the permanent staff of the Auxiliary Forces, will send in their names in the usual manner to the officers commanding their respective batteries, dépôts, or regiments.

Length of
service
necessary.

108. The service necessary to qualify a non-commissioned officer for such transfer will be—

For Militia	10 years and upwards.
„ Yeomanry Cavalry	14	„	„
„ Volunteer Force	..	17	„ „

Monthly Lists
of candidates.

109. The commanding officers will, on the last day of every month, send a list of those men who, at that date, are willing to be so transferred:—

- a. In the case of Cavalry, to the Inspecting Officer of Auxiliary Cavalry in the cavalry district.
Officers commanding Cavalry Regiments in Ireland will send the monthly reports to the Inspecting Officer of Auxiliary Cavalry at Aldershot.
- b. In the case of the Royal Artillery, to the Deputy Adjutant-General Royal Artillery by the officer commanding the Royal Artillery in the district).
- c. In the case of Infantry, to the officer commanding the dépôt of the regiment.

Duplicate
List.

The names of all who are willing to be transferred will be given, whether they have been included in a previous list or not, but sergeants, or lance sergeants only will be transferred to the Militia. A duplicate list will [except when the man belongs to the Royal Artillery or Royal Engineers], at the same time be sent direct to the General Officer commanding the district in which the regiment or dépôt is serving at the time, accompanied by a duplicate of the descriptive return, which will contain a statement as to any particular corps or county or counties which a non-commissioned officer may specially wish to join.

Documents to
be annexed to
monthly list.

110. When a non-commissioned officer's name is included, for the first time, in one of the monthly lists, a descriptive return and a certified copy of the record of service on the

Enlistment and Service (transfer).**Section XIX.****TRANSFERS TO PERMANENT STAFF OF AUXILIARY FORCES—continued.**

3rd page of the attestation will be annexed to the list. The descriptive return will contain the commanding officer's opinion of the character of the man, his suitability for work with the Auxiliary Forces, and his capability of efficiently performing the duties of drill instructor. It will also be stated whether the non-commissioned officer has obtained a certificate as a qualified armourer at the Royal Small-Arms Establishment at Birmingham, and whether he holds a certificate of qualification as an assistant instructor in gunnery or a sergeant instructor in musketry from the School of Gunnery or Musketry, as the case may be. It will further be stated whether the non-commissioned officer has any special wish to be transferred to any particular corps, or to go to any particular county or counties.

111. The course to be pursued in carrying out the transfers will be as follows, viz. :— Procedure on transfers.

When the man who is desirous of transfer belongs to the Cavalry or Infantry, the General Officer Commanding the District in which the Corps of the Auxiliary Forces is serving will forward the application for transfer to the General Officer Commanding the District or Command in which the non-commissioned officer is serving, and the latter General Officer will, if the application is regular and approved by the Commanding Officer, issue the necessary orders and route for carrying out the transfer on probation under the regulations relating to the Auxiliary and Reserve Forces. When the line corps and the corps of Auxiliary Forces are serving in the same district, the transfer will be carried out by the General Officer Commanding.

112. Officers commanding regimental dépôts will not submit applications for transferring non-commissioned officers serving at the dépôt to the Auxiliary Forces without the consent of the officer commanding the battalion to which he belongs. Non-commissioned officers serving at dépôt.

113. Transfers from the Royal Artillery and Royal Engineers to the Permanent Staff of the Auxiliary Forces will be submitted to the Deputy Adjutant-General Royal Artillery and Deputy Adjutant-General Royal Engineers respectively for approval and confirmation. Transfers from Artillery and Engineers.

114. The General officer commanding the district in which the non-commissioned officer's line battalion is serving will also confirm the transfers on the expiration of the regulated period of probation. Confirmation of transfer.

115. On transfer to the permanent staff of the Auxiliary Forces the army rank should be recorded in the man's records of service and other personal documents, and not the rank which he holds while attached to the Auxiliary Forces. Army rank only of transfers to be shown.

116. Lance-sergeants transferred to serve as sergeants on the permanent staff of the Militia will remain on the rolls of their regiments as supernumerary lance-sergeants until their turn for Lance-sergeants transferred.

Section XIX.

Enlistment and Service.

TRANSFERS TO PERMANENT STAFF OF AUXILIARY FORCES—*continued*.
promotion comes, when they will be promoted, and be borne as supernumerary sergeants.

Re-transfer.

117. Instructions regarding the re-transfer of non-commissioned officers and others from the permanent staff of the Auxiliary Forces are contained in the Militia Regulations and in the Regulations for the Volunteer Force.

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PART IV.—DISCHARGES.

I.—Classes of Discharge.

II.—Powers of Officers to confirm Discharges.

III.—General Instructions on Discharge.

IV.—Discharge Documents.

V.—Procedure on Discharge.

VI.—Special Cases of Discharge.

I. CLASSES OF DISCHARGE.

No discharge
without
authority.

118. A soldier of the Regular Forces shall not be discharged unless by sentence of court-martial with ignominy, or by order of the competent military authority, or by authority direct from Her Majesty.

Claim for
discharge.

119. After three months from date of attestation no soldier can claim his discharge, either with or without pension, as a matter of right, until the expiration of his engagement.

Classes of
discharge.

120. The cause of a soldier's discharge should, except in special cases, be worded as follows:—

A.—In consequence of his having claimed it on payment of £10 within three months of his attestation.

B.—In consequence of the termination of his first period of limited engagement.

C.—In consequence of his own request, on payment of — pounds, under Art. — Royal Warrant dated —.

D.—In consequence of his own request free after — years' service, under Art. —, Royal Warrant dated —.

E. In consequence of his having been sentenced by court-martial to be discharged with ignominy.

F.—In consequence of his being incorrigible and worthless (or in consequence of his misconduct).

G.—In consequence of his having been convicted by the civil power of an offence committed before or after enlistment.

H.—In consequence of his having been sentenced to penal servitude.

I.—In consequence of his having been found medically unfit for further service.

Enlistment and Service (discharge).

Section XIX.

CLASSES OF DISCHARGE—*continued.*

K.—In consequence of his having been found medically unfit to re-engage.

L.—Free, having completed 21 years' service towards pension.

M.—In consequence of the termination of his second period of limited engagement.

Discharges for any causes not enumerated above are considered special cases, and instructions as to their treatment are to be found in paragraph 199 of this Section. Special cases of discharge.

II. POWERS OF OFFICERS TO CONFIRM DISCHARGES.

121. The General Officer commanding in Ireland is authorised to carry out without further authority the discharge of men of classes A, B, C, D, E, H, I, K, L, M, and he will also direct the discharge of men of classes F, and G, after having in each instance obtained the authority of the Adjutant-General. Power of G. O. C. in Ireland.

122. General Officers commanding districts at home are authorised to carry out without further authority the discharge of men of classes A, B, C, D, E, H; they will also carry out the discharges of men of classes F and G, after having in each instance obtained the authority of the Adjutant-General. Power of G. O. C. districts.

123. General or other Officers commanding abroad are authorised to carry out without further authority the discharge of men of classes A and C, whether the men remain abroad or come home after discharge; they will also carry out the discharge of men of classes B, D, E, F, G, H, I, K, L, and M, if the men are to remain abroad after discharge. In all other cases the discharge documents are to be sent home with the men for confirmation. Power of G. O. C. abroad.

124. The Commandant at Netley is authorised to carry out without previous authority the discharge of men of classes A, B, C, D, I, K, L, and M. Power of Commandant at Netley.
The officers authorised to carry out the discharge of special cases are shown in paragraph 199 of this Section.

III.—GENERAL INSTRUCTIONS ON DISCHARGE.

125. Officers who have confirmed discharges at home will retain the discharge documents until the end of the week, and on the Saturday they will forward the whole of the documents connected with the discharges, which have been carried out during the week, to the Adjutant-General of the Forces (or to the Deputy Adjutant-General in Dublin) for record, together with a nominal list of the men, on Army Form C 380, late W.O. Form 335. Disposal of documents at home.

126. Officers commanding abroad, when they confirm the discharge of a man, will at once send his discharge documents to the Adjutant-General with a covering letter of explanation. Disposal of documents abroad.

127. Officers under whose authority or cognizance the discharge of a soldier belonging to a corps not under their command Notification to depôts of discharge.

Section XIX.**Enlistment and Service (discharge).****GENERAL INSTRUCTIONS ON DISCHARGE—continued.**

is carried out, are to notify at once to his corps or its dépôt the cause and date of such discharge (in the case of Netley this return will be sent monthly.)

Nominal lists
from Com-
mandant at
Netley.

128. The Commandant at Netley is to transmit to the officers commanding dépôts, or to the Deputy Adjutant-General Royal Artillery or Royal Engineers, or Commissary-General, Horse Guards (as the case may be), immediately after the first of each month, nominal lists of invalids and time-expired men at that hospital, noting any casualties that may have occurred amongst them.

List of men
to be sent
from abroad
to Netley.

129. Commanding Officers of battalions and regiments at foreign stations will send a list of men going home for discharge to the Commandant at Netley and to the dépôts at least a fortnight before their embarkation for England. The officer in charge of the original attestation will thereupon at once forward it properly completed (*vide* para. 147) together with the documents thereto attached, and an explanatory letter to the Commandant at Netley, so that when the man arrives no delay will take place in discharging him. Steps also should be taken to ensure the savings bank accounts of these men being closed and forwarded to the dépôts at the same time, as great inconvenience is caused by delay in the arrival of these documents.

List of cases
to be sent to
Financial
Secretary.

130. When soldiers of classes I, K, L, or M, are discharged without being previously sent to Netley, a return on Army Form D 410, late W.O. Form 539, is to be forwarded by the commanding officers of corps to the Financial Secretary, War Office, as soon as the discharge of each soldier shall have been confirmed.

Memorandum
to pensioners
on discharge.

131. Commanding officers (or the Paymaster if at Netley) are to issue to every discharged soldier whose claim to pension, either on account of service or disability, is to be brought under the consideration of the Chelsea Board, a memorandum for his guidance on Army Form D 401, late W.O. Form 134.

Full amount
of service to
be credited.

132. The service on the Proceedings on Discharge and on the third page of Attestation must credit the man with service up to the date of confirmation inclusive.

Mode of cor-
respondence.

133. Commanding Officers of Corps may correspond direct with head-quarters with respect to classes L and M, but in all other cases with the General Officer commanding the district.

Passes to men
awaiting dis-
charge.

134. Soldiers awaiting discharge as invalids, or on completion of engagement, may be granted passes, should they desire it, for the interval between the date of receipt of the confirmed parchment discharge certificate, and the date for which the discharge is confirmed. In the case of men at Netley, the passes may be granted for the interval between the date of transmitting the discharge documents to the Adjutant-General, and the date for which the discharge is confirmed.

Men entitled
to passage

135. In the case of a soldier serving at home, who is about to be discharged, and who is entitled and wishes to proceed abroad,

Enlistment and Service (discharge).**Section XIX.****GENERAL INSTRUCTIONS ON DISCHARGE—continued.**

the discharge documents should not be confirmed by the General Officer commanding, but should be prepared and forwarded to the Adjutant-General, a note being made in the covering letter drawing attention to the passage required, stating also if the man is married, and giving a list of the family, with the ages and sexes of the children. After provision has been made for the passage, the discharge will be confirmed by the Adjutant-General for the date of embarkation, and the parchment discharge certificate returned to the officer who forwarded the documents.

abroad on
discharge.

136. In cases where discharges are carried out locally, the discharge documents and parchment certificates are to be signed by a Staff Officer of the District, and marked with the stamp of the District or Station Office from which they are issued.

Discharge
documents
to be signed
by a staff
officer.

137. When a man is brought forward for discharge at home by the General Officer commanding or Commandant at Netley, and he submits a claim which cannot be settled on the spot, the discharge documents should be completed, and together with the claim, forwarded to the Adjutant-General for settlement of claim and confirmation of discharge.

Discharge of
men with
unsettled
claims.

138. When a man's discharge has been confirmed, but he is unable, from illness, to proceed to his home, a notification of the fact should be made to the Adjutant-General. The man's discharge will then be cancelled, and the documents returned to the officer who forwarded them. The discharge documents in these cases are to be reforwarded with a fresh parchment discharge certificate, when the man is reported fit to travel, the service having been completed up to the date of retransmission. Should the return on Army Form D 410, late W.O. Form 539, alluded to in paragraph 130, have been sent to the Financial Secretary, it also should be cancelled by a letter from the Commanding Officer.

Man unfit to
travel not to
be discharged.

139. The discharge documents of men who are about to be discharged while serving with the Militia, Yeomanry, or Volunteers, are in all cases to be prepared by the man's corps in the Regular Army and transmitted to the Adjutant-General for confirmation. The documents will be prepared as directed for the class under which the man comes. The regiment of Auxiliary Forces to which the man is attached should be shown in the Proceedings on Discharge. See also para. 146.

Discharge of
men serving
with Auxiliary
Forces.

IV.—DISCHARGE DOCUMENTS.

140. The discharge documents, when forwarded for confirmation, should consist of:—

List of docu-
ments re-
quired on
discharge.

a. Medical History Sheet, Army Form B 178 (late W.O. Form 1143).

b. Regimental Defaulters' Sheet, Army Form B 120, late W.O. Form 739 (in the case of men of the Royal (Q. R.)

Section XIX.**Enlistment and Service (discharge).****DISCHARGE DOCUMENTS—continued.**

Engineers, Company, and not Regimental Defaulter sheets).

- c. Court-Martial Sheet, Army Form A 12 (late W.O. Form 92).
- d. Copy of civil convictions (if any).
- e. Original Attestation.
- f. Original Re-engagement Paper (when men have re-engaged), Army Form O 1724 (late W.O. Form 619).
- g. Militia release (if any).
- h. Copy of Declaration of Change of Name (if any).
- i. Proceedings of Court of Enquiry on an injury (if any).
- k. Attestations of fraudently enlisted men for corps in which they have not been held to serve.
- l. Proceedings on Discharge, Army Form B. 268.
- m. Copy of receipt for purchase money in cases of discharge by purchase (showing amount, by whom paid, and by what paymaster or other accountant received on behalf of the public).
- n. Parchment Discharge Certificate, Army Form B 128 (late W.O. Form 64).
- o. Medical Report (in case of invalids), Army Form B 248 (late W.O. Form 1719).
- p. Detailed Statement of Former Service (when men have been allowed to reckon such service), Army Form B 218 (late W.O. Form 738).
- q. Copy of third page of attestation is required in cases of men entitled to deferred pay who go to Netley from abroad for discharge.

(See para. 89 as to the preparation of documents for transmission.)

Proceedings
on Discharge.

141. Before any soldier (except as provided in para. 146) is permitted to leave his corps on discharge, or removal to Netley as a lunatic, or transfer to the Reserve, the commanding officer will investigate, verify, and record on the "Proceedings on Discharge" the following particulars:—

- 1. Description at the time of discharge or transfer to the reserve and intended place of residence.*
- 2. Services; towards good-conduct pay, pension, and completion of limited engagement.
- 3. Cause of discharge; which must be worded as prescribed for each class.
- 4. Conduct and character, number of good-conduct badges, special instances of gallant conduct, medals or decorations, certificate of education.

If entered or not in Regimental Defaulters' Book, and how often, including convictions.

* In cases when men going to reside in London are unable to state their exact address, they should state in what district of London they wish to reside, i.e., north, south, east, or west.

Enlistment and Service (discharge).

Section XIX.

DISCHARGE DOCUMENTS—*continued.*

If convicted or not by court-martial or civil power, and how often.

5. Accounts and claims.

The commanding officer will also see that the military and medical history sheets are properly completed.

142. In recording the man's service, the commanding officer should ensure that each detail of service is correct, and that the soldier's rank is stated for each period of his service; care should be taken that the foreign service is reckoned from the date of quitting the United Kingdom to the date of returning to it; also that the service in India is reckoned as the period intervening between the date of embarkation for India from any station in the home or colonial establishment and the date of disembarkation from India at a similar station. The whole of a soldier's service, both at home and abroad, from date of attestation, will be recorded in the Military History Sheet as in the subjoined table:—

Mode of
recording
service.

Station.	From.	To.	Service.	
			Years.	Days.
Home	1·4·70	2·11·72	2	216
India	3·11·72	5·1·77	4	64
Malta	6·1·77	8·2·80	3	34
Home	9·2·80	31·3·82	2	51

In calculating service for the purpose of discharge, the extra day (29th February) of a leap year is only to be reckoned when it occurs during the last year (reckoning from date of attestation), of a soldier's service, and then only if that year's service remains uncompleted. Thus, 1880 being a leap year, a soldier enlisted on the 1st December, 1859, and discharged on the 30th November, 1880, would reckon 21 years' service exactly. But a soldier enlisted on the 1st December, 1859, and discharged on the 1st March, 1880, would reckon 20 years and 61 days,—the 29th February, 1880, being here credited as it falls within the period of the last uncompleted year's service.

Calculating
leap year.

143. The dates of grant, forfeiture, and restoration of good-conduct pay; or in the case of sergeants and corporals the various dates on which they would have become entitled to good-conduct pay if not promoted, are to be entered at once *in red ink* on the records of service on the 3rd page of attestations as they occur.

Recording
G.C. Pay.

144. When a soldier about to be discharged is within two months of being qualified for a good conduct badge, the date on which he may become entitled to it should be stated on the Proceedings on Discharge but not on the parchment discharge certificate. But when a man is transferred to the Reserve on

Possible claim
to good con-
duct badge.

Section XIX.

Enlistment and Service (discharge).

DISCHARGE DOCUMENTS—*continued.*

completion of six years' service, and would on the following day be entitled to a second good-conduct badge, he should be shown in the Proceedings on Discharge and parchment certificate as actually in possession of that second good-conduct badge. See also Sec. 22, para. 24.

Character.

145. In recording the man's character, the following rules should be observed, and the following terms should be strictly adhered to, no variation being allowed,—very good,—good,—latterly good,—fair,—formerly good, latterly bad,—indifferent,—bad,— and very bad.

An indifferent or bad character must not be given to a non-commissioned officer or to a man in possession of a good-conduct badge, and a good character is not to be given to a man who is discharged for misconduct. If the man has no good conduct badges or school certificate it must be so stated in the Proceedings on Discharge, but not on the parchment Discharge Certificate. In cases where the character recorded is *indifferent* or *bad*, the reason for recording such a character should be briefly stated, and also (should the case require it), any qualifying particulars in the man's character that may be justly mentioned in his favour, for example,—“*Conduct, in—different,—has been addicted to drink, but a clean soldier and—respectful to his officers.—Conduct, bad,—has been guilty of desertion and acts of insubordination, but has proved himself a gallant—soldier in the field.*” When a recruit is discharged before he has completed one month's service and receives a “good” character, the words “during his — days' service” should be added after the word “good” in the Proceedings of Discharge and the parchment discharge certificated.

Signature of soldier.

146. When a soldier authorised to be discharged happens to be absent (from illness or other cause), the Proceedings on Discharge are to be filled up at the head-quarters of his corps or depôt, as far as this can be done in the man's absence. The man's signature to the declaration on the Proceedings on Discharge, should, if possible, be obtained; should this be impossible a manuscript copy of this declaration should be made, sent to the man for signature, and, when returned, attached to the Proceedings on Discharge.

Attestation.

147. When an attestation is called for to complete the discharge documents of a man who is to be discharged, the Paymaster or other officer in whose charge it is should complete the service to date of the latest information in his possession, and sign it before sending it. Any further service will be completed and signed by the officer who completes the Proceedings on Discharge. When the documents are prepared abroad, the original attestation should be sent to the Commandant at Netley (as directed in para. 129), if the man is to go to Netley; in all other cases the attestation to be sent to the

Enlistment and Service (discharge).

Section XIX.

DISCHARGE DOCUMENTS—*continued.*

Adjutant-General's department in London or Dublin, when called for.

148. Every soldier of the Regular Forces who is discharged, for whatever reason he is discharged, shall receive a certificate of discharge, stating his service, conduct, character, and cause of discharge.

Parchment
discharge
certificate.

There is a special form of parchment Discharge Certificate to be used only in the cases of men discharged with ignominy or as incorrigible and worthless.

The parchment discharge certificate is to be confirmed by an officer of the Adjutant-General's department, or by other prescribed authority, and delivered to the man if possible on the last day of his service. When this day falls on a Sunday, Christmas-day, or Good Friday, the discharge should be confirmed for that day, but the man may receive his parchment discharge certificate and be allowed to go away on the previous day. The cause of discharge is to be copied verbatim from the Proceedings on Discharge. The character is to be in the handwriting of the commanding officer, and is to be copied from the Proceedings on Discharge, including all particulars, except that the non-possession of a good conduct badge or of a certificate of education *is not* to be stated. (See also paragraph 145.)

149. When the man is being discharged from his regiment, the commanding officer will not fill in the amount of service on the parchment discharge certificate, but will leave it blank, with view of its being inserted by the confirming authority. In the cases of men sent to Netley for discharge, the total service abroad should be recorded *in pencil* on the Parchment Discharge Certificate, the additional service up to date of disembarkation will be added at Netley, as well as on the military history sheet.

Service on
parchment
discharge
certificate.

150. The descriptive statement on the back of the parchment discharge certificate should contain an accurate description of the man at the time of his discharge.

Description on
P. D. C.

151. When a soldier who is entitled to pension is discharged abroad by the General or other officer commanding at the station, and receives an advance on account of pension, the advance will be recorded in words on parchment discharge certificate.

Note on
P. D. C. of
advance of
pension.

152. The parchment discharge certificate should *invariably* be prepared free from erasures.

No erasure on
P. D. C.

153. A duplicate or copy of the parchment discharge certificate is on no account to be issued to a discharged soldier. A certified copy of the record of a man's services is to be supplied to officers charged with the payment of pensioners, if asked for.

No copy of
P. D. C.

Section XIX.**Enlistment and Service (discharge).****V.—PROCEDURE ON DISCHARGE.**

"A."—In consequence of his having claimed it on payment of £10 within three months of his attestation.

Recruit claiming discharge.

154. If a recruit claim his discharge, and lodge the sum of £10 with the commanding officer, paymaster, or regimental agent within three calendar months of the date of his attestation, the money is to be received at once, and the discharge should be carried out, and the discharge document confirmed, without delay by the General Officer commanding, whether at home or abroad.

A report of such payment, specifying amount, by whom paid, and by whom received, is to be made in the covering letter.

"B."—In consequence of the termination of his first period of limited engagement.

Discharge of first period men at home.

155. General officers commanding at home will carry out the discharge of all men on the termination of their *first period* of limited engagement who have not re-engaged. The Proceedings on Discharge and Parchment Discharge Certificate should be confirmed for the day on which the soldier completes his limited engagement; or, should the man be detained in hospital or prison, as soon after the day as possible.

Discharge of first period men abroad.

156. General officers commanding abroad will carry out the discharge of all men of this class who are permitted to reside abroad, and transmit the discharge documents when confirmed to the Adjutant-General for record.

Discharge of first period men coming home from abroad.

157. In the case of men of this class coming home for discharge, the discharge documents are to be sent to the Commandant, Royal Victoria Hospital, Netley, who will carry out the discharge.

"C."—In consequence of his own request, on payment of _____, under Scale _____, of Article _____, Royal Warrant dated _____.

Record of application for discharge by purchase.

158. Commanding officers are to keep a record, according to the order of date, of all applications made to them for this class of discharge. The character and claims of each applicant are to be fully stated in the record. The utmost limits are to be given consistent with a due regard to the interests of the service at large. Commanding officers, in recommending individuals for this indulgence, are to give the preference to men according to their character.

Application for authority to discharge by purchase.

159. Commanding officers (except in special cases) are to allow a period of thirty days to intervene between the receipt of the soldier's application and its transmission on Army Form B 132 (late W.O. Form 732), to the General Officer commanding, or other sanctioning authority, in order to afford the man sufficient time to reconsider the step he is about to take, and to

Enlistment and Service (discharge).**Section XIX.****PROCEDURE ON DISCHARGE—continued.**

withdraw his request, if on mature deliberation he shall be disposed to change his mind; and it is the duty of the commanding officer to assist the man with the best information and advice in his power on so important a point. When a corps is ordered abroad, the names of men registered for discharge before the receipt of such order should be submitted to the General Officer commanding for his decision.

160. In the case of schoolmasters who wish to purchase their discharge, commanding officers will submit the application to the Adjutant-General, through the General Officer commanding the district.

Discharge of schoolmasters by purchase.

161. Soldiers serving abroad, who purchase their discharge, are required to lodge, in addition to the amount of purchase-money, a sum sufficient to defray the expense of their passage home, unless permission for them to remain abroad be obtained from the local authorities, as they receive no allowance from the public for their passage, or to enable them to proceed to their homes.

Discharge by purchase of men abroad.

162. Money is on no account to be accepted for the purchase of a soldier's discharge by indulgence (when the man is serving at home) until the authority for the soldier's discharge has been actually received.

Purchase money.

Should money for this purpose be received by post, it should be returned to the sender with the information that the money will be called for if the discharge is authorised.

Money received for this purpose abroad, may be retained (when it is probable that the discharge will be authorised) in cases where the time required for postal communication renders the return of the money inconvenient.

These instructions do not apply to recruits who claim their discharge under Section 78, Army Discipline and Regulation Act.

163. When the authority has been given, and the money has been received, the discharge documents are to be immediately prepared and transmitted to the General (or other) officer commanding for confirmation. A report of such payment, specifying the amount, by whom paid and by whom received, is to be made in the covering letter. The man's signature is to be attached to the declaration on the Proceedings on Discharge.

Preparation of discharge documents.

"D."—In consequence of his own request, Free, after _____ years' service, under Scale _____ of Article _____, Royal Warrant dated _____

164. The instructions contained in paragraphs 158, 159, and 160 will be complied with in cases of discharge of this class.

Application for discharge free.

165. When the authority has been given the discharge documents are to be immediately prepared and transmitted to the proper authority for confirmation.

Discharge free of men at home.

166. If the man be abroad, and if he be permitted to remain abroad on discharge, the discharge documents should be forwarded to the

Discharge free of men abroad.

Section XIX.**Enlistment and Service (discharge).****PROCEDURE ON DISCHARGE—continued.**

General or other Officer Commanding for confirmation; but if the man is to be sent home for discharge, the General Officer will cause the discharge documents to be sent home with the man for confirmation by the Commandant at Netley when the soldier arrives in this country.

"E."—"In consequence of his having been sentenced by court-martial to be discharged with ignominy."

Discharge
with ignominy
at home.

167. When a soldier at home is sentenced by a court-martial to be discharged with ignominy, the discharge documents are to be at once prepared and forwarded to the General officer commanding, who will forthwith carry out the discharge—forwarding the Parchment Discharge Certificate at once to the Governor of the prison in which the man is confined.

Ignominy
men entitled
to passages
abroad.

168. When soldiers confined in military prisons at home are ordered to be discharged with ignominy and passages to return to the place of their enlistment abroad are required, commanding officers are to be careful to report the circumstance to the Adjutant-General, through the General Officer commanding, in sufficient time to admit of due arrangements being made to ensure a passage being provided for such soldiers, on the termination of their imprisonment, in accordance with par. 135.

Discharge
with ignominy
abroad.

169. Soldiers serving abroad who are sentenced to be discharged with ignominy, are to be sent home for discharge, unless the men have enlisted at the foreign station at which they are undergoing imprisonment. In this latter case the discharge documents will be forwarded for confirmation to the General or other officer commanding, who will transmit the parchment discharge certificate to the governor of the prison in which the man is confined. When the men are sent home for discharge, the discharge documents are to be sent home with them for confirmation by the General or other officer at the port of disembarkation.

"F."—"In consequence of his being incorrigible and worthless (or in consequence of his misconduct)."

Application
for discharge
as incorrigible
and worthless
at home.

170. When it is considered desirable to discharge a man serving at home on account of his being incorrigible and worthless, an application, accompanied by a descriptive return (Army Form B 130, late W.O. Form 432), should be made to the Adjutant-General through the General Officer commanding, who in submitting the case will state whether, in his opinion, the man ought to be retained in, or discharged from the service. Commanding officers will forward certified copies of the regimental defaulter sheets, and of civil convictions, together with any further particulars to strengthen the application for discharge. They will also state whether in their opinion the soldier has misconducted himself with the view of obtaining his

Enlistment and Service (discharge).**Section XIX.****PROCEDURE ON DISCHARGE—continued.**

discharge from the service. In the case of a man whose last offence has been disposed of by his commanding officer, the application should be made as soon as the case has been dealt with.

In the case of a civil conviction or court-martial where the discharge of the man is desirable, the application should be made as soon as the man is sent to prison.

171. Should the discharge of the man be authorised, his discharge documents are to be at once prepared and forwarded to the General Officer commanding the district, who will forthwith carry out the discharge, forwarding the Parchment Discharge Certificate at once to the commanding officer or to the Governor of the prison, should the man be in prison.

Discharge as incorrigible and worthless at home.

172. At foreign stations these applications will be made to the General or other Officer commanding, who will decide in each case whether the man is to be retained in, or discharged from, the service.

Application for discharge as incorrigible and worthless abroad.

173. On receipt of the authority the discharge documents are to be prepared, and sent home with the man for confirmation by the General or other officer at the port of disembarkation, unless the man enlisted at the station at which he is serving, in which case the General or other Officer commanding will carry out the discharge, and confirm the discharge documents, forwarding the Parchment Discharge Certificate to the commanding officer or to the Governor of the prison, should the man be in prison.

Discharge as incorrigible and worthless abroad.

174. In case it be found necessary to discharge a soldier for misconduct, but his character cannot be fairly described as "Incorrigible and worthless," the cause of discharge should be "in consequence of his misconduct." In all other respects the proceedings will be as in paragraphs 170 to 173. It is to be understood that a man whose character is "Incorrigible and worthless" should not be discharged for "Misconduct."

Discharge for misconduct.

"G."—"In consequence of his having been convicted by the civil power of an offence committed before (or after) enlistment."

175. The course laid down for the discharge of men of class "F" should be followed in the cases of men whom it is considered desirable to discharge on conviction by the civil power.

Discharge on conviction by civil power.

"H."—"In consequence of his having been sentenced to penal servitude."

176. The course laid down for the discharge of men of class "E" should be followed in the cases of men sentenced to penal servitude.

Discharge on sentence to penal servitude.

The cases of all men sentenced to penal servitude should be submitted to the General officer commanding as soon as the men are sentenced. All men sentenced to penal servitude are to be discharged.

Section XIX.**Enlistment and Service (discharge).****PROCEDURE ON DISCHARGE—continued.**

"I."—"In consequence of his having been found medically unfit for further service."

Preliminary steps to be taken in cases of invalids at home.

177. When a man serving at home is considered by his commanding officer and the medical officer to be unfit for the service, an application is to be made to the General Officer commanding the district in which he may be serving, for his removal to the head-quarters thereof, to be disposed of, in ordinary cases, by the General Officer, and principal medical officer of such district, after having been kept under the observation of the latter for such time as may be necessary to enable him to form an opinion upon the case. He is subsequently to be examined by a medical board (the president of the board, if possible, not being under the rank of a deputy surgeon-general) for final decision.

Doubtful cases of invalids.

178. In very doubtful cases General Officers will apply to the Adjutant-General for authority to send the invalids to Netley or Dublin hospital for further treatment. When they are subsequently proposed for discharge, they are to be reported upon in returns similar to those prescribed for district invalids, and the returns are to be signed by the commandant and principal medical officer.

Invalids in hospital.

179. Invalids under treatment in hospital and unfit to be removed therefrom are not to be brought forward for discharge.

Invalids at out-stations.

180. Before any soldier is sent in from an out-station to the head-quarters of the district, for the purpose of being invalided, a detailed medical history (Army Form B 179, late W.O. Form 891), and his medical history sheet, together with any statements or remarks deemed necessary for the elucidation of the case, are to be forwarded to the principal medical officer of the district, who, on receipt of these documents, will signify to the medical officer his concurrence or otherwise in the necessity for the proposed removal. Should the medical officer concur, steps will be taken through the military authorities for the invalid's removal to head-quarters, as directed in paragraph 177. The medical history-sheets are in all cases to be returned to the out-station after perusal.

Wives and families of invalids.

181. When invalids borne on the "married roll" of their corps are temporarily removed to the head-quarters of districts, or to a general hospital for further treatment, their wives and families are, unless otherwise directed, to remain with the corps until their cases are decided upon.

Application for discharge of invalids.

182. Should the medical board, in ordinary cases, pronounce the men unfit for further service, the General Officer commanding will then come to a decision, with the assistance of the principal medical officer, and transmit in a covering-letter to the Adjutant-General (or if in Ireland, to the Deputy Adjutant-General in Dublin) on Army Form B 131, late W.O. Form 85, a return of those invalids proposed for discharge, sending back at his discretion to their respective corps those found fit for further service.

Enlistment and Service (discharge).

Section XIX.

PROCEDURE ON DISCHARGE—*continued*.

A very brief statement of the cause of disability is sufficient in this return, the details being inserted in the medical report accompanying the Proceedings on Discharge.

183. None but soldiers *bonâ fide* disqualified by actual disability—without regard to the length of their service—are to be brought forward for discharge as unfit for service. Medical officers will be held responsible for the proper discharge of their duty in this respect.

Actual disability necessary for invaliding.

184. When authority for the disposal of those found unfit has been received, the discharge documents are to be duly prepared and transmitted through the General Officer commanding in a covering-letter to the Adjutant-General (or to the Deputy Adjutant-General in Dublin) for confirmation, with a view to their being submitted to the Chelsea Board.

Disposal of discharge documents of invalids.

185. The discharge documents of all invalids—however short their service—will be submitted to the Chelsea Board. It is very important that the documents should contain in them every information necessary for the guidance of the commissioners in assigning pensions, whether permanent, temporary, or conditional, as any omission or negligence in stating a soldier's case may prove a serious detriment to him, or may lead to an imposition on the public. Special care should therefore be taken that the proceeding of the Court of Enquiry should accompany the discharge documents of men who have received injuries during their service. Commanding officers of regiments should therefore be extremely careful that no discharge documents are signed by them which do not give a full and perfect record of the soldier's service at home and abroad, his wounds, medals, and badges, as well as his general conduct and character; and medical officers are held responsible for full and complete replies being given to the printed questions in the medical report in cases of men at home, and detailed medical history in cases of men coming home from abroad; also that, in addition to the immediate cause of disability for further service, it is distinctly shown what effect climate, wounds, or his own habits have had on his constitution.

Discharge documents of invalids to be carefully completed.

186. When soldiers are sent home from abroad as invalids, or for change of air, the General or other officer commanding abroad is to take care that the medical officers have full opportunity of investigating the cases before the men are permitted to embark. He is also to take care that discharge documents are in every case prepared and sent with the men on their embarkation for England.

Invalids from abroad.

187. In the case of invalids sent home from abroad, the "medical report" referred to in paragraph 182 is not to be filled up by the medical officer; but instead thereof a copy of the soldier's "detailed medical history" (Army Form B 179, late W.O. Form 891), supplemented by the opinion of the medical

Medical report on invalids from abroad.

Section XIX.**Enlistment and Service (discharge).'****PROCEDURE ON DISCHARGE—continued.**

board, and approved by the principal medical officer of the command, is to be attached to the proceedings.

The examining medical officer who finally brings the man forward for discharge, whether at Netley or elsewhere, will then have no difficulty in filling up the answers in the Proceedings on Discharge. The inspecting medical officer will also be in a position to verify the answers given by the examining medical officer, and to give his opinion after the perusal of the medical records of the case, and a minute personal examination of the soldier.

Arrival of
invalids at
Netley.

188. The Commandant at Netley is responsible that invalids arriving at that hospital are, as early as possible, brought forward for discharge. If, after being medically inspected, they are reported by the principal medical officer to be unfit for further military duty, the discharge documents are to be confirmed and transmitted to the Adjutant-General for submission to the Chelsea Board. Such men as are found fit for further service are to be sent forthwith to their respective dépôts.

Settlers at
foreign
stations.

189. In cases where soldiers on foreign stations are proposed for discharge as invalids, and have received permission from the local authorities to remain abroad, the General or officer commanding is to carry out the discharge, to give the Parchment Discharge Certificate to the man, and transmit the remaining Discharge Documents to the Adjutant-General, in a covering-letter, for the consideration of the Chelsea Board.

Guides for
helpless
invalids.

190. Whenever guides are required to conduct helpless or lunatic discharged soldiers to their homes, commanding officers are to make timely application to the Quartermaster-General for routes for such services, and at the same time to transmit a medical certificate, stating the necessity for a guide in each case. The guides are always to be in light marching order, without arms or side-arms.

Insane
soldiers.

191. The following instructions are to be observed in dealing with insane soldiers;—

- a. An insane soldier, whether at home or abroad, should, as a general rule, be attended, for one month at least by the medical officer who has been accustomed to treat him, as such medical officer, from knowing the probable origin and causes of the attack, is considered the most competent to treat the disease in its earlier stage.
- b. If, after such period of treatment, the patient should not recover, or if, in consequence of exceptional circumstances which do not admit of delay, it be desirable to remove him at once, application should be made by the medical officer in charge to the Director-General, if at home, or to the principal medical officer, if abroad, for permission to transfer the insane soldier to a general military hospital, or to any other establishment in which lunatic wards exist. In the latter case, if it be a private

Enlistment and Service (discharge).**Section XIX.****PROCEDURE ON DISCHARGE—continued.**

asylum, or other asylum unconnected with the War Department, no order for admission should be given without previous authority from the Secretary of State for War, or if abroad, from the General Officer commanding.

- c. Such applications should be accompanied by an abstract of the case, drawn up in accordance with the instructions laid down in the "Medical Regulations," together with a copy of the soldier's medical history-sheet, and a statement of the reasons which induce the medical officer in charge of the case to believe that, if discharged, he will not be able to re-enter the service. On receipt of the documents by the Director-General, if at home, or by the principal medical officer, if abroad, the necessary instructions will be issued for the disposal of the case.
- d. Insane soldiers at home are not to be brought before an invaliding medical board, or removed to a general military hospital, or to an asylum, until the necessary sanction, as prescribed in (b), has been obtained.
- e. Any insane soldier who has been 12 months at a civil lunatic asylum should be brought forward for discharge.

"K."—"In consequence of his having been found medically unfit to re-engage."

192. In the case of a man who desires to re-engage, but who is prevented from so doing by being medically unfit, the cause of discharge is to be entered both in the Proceedings on Discharge and in the parchment discharge certificate as above.

Men unfit to re-engage at home.

In doubtful cases the soldier may be allowed to appear before a medical board, with a view to its deciding as to his fitness or unfitness to re-engage.

At home the discharge documents should be transmitted through the General officer commanding to the Adjutant-General for confirmation and submission to the Chelsea Board.

193. Abroad the discharge documents should be prepared (with the exception of the medical report), and sent home with the man for confirmation by the Commandant at Netley. Should the man be allowed to remain abroad after discharge, the discharge documents should be completed, and transmitted to the General or other officer commanding, who will confirm them, and forward them to the Adjutant-General for submission to the Chelsea Board.

Men unfit to re-engage abroad.

"L."—"Free, having completed 21 years' service towards pension."

194. When a soldier, serving at home, has completed a service qualifying for pension and wishes to be discharged, although he has not completed his engagement, the Commanding Officer will submit the usual application, on Army Form B 132 (late

Discharge to pension at home before completion

Section XIX.**Enlistment and Service (discharge).****PROCEDURE ON DISCHARGE—continued.**

of engage-
ment.

W.O. Form 732), to the Adjutant-General for authority. On receipt of the authority the discharge documents are to be prepared at once, and sent to the Adjutant-General for confirmation and submission to the Chelsea Board.

Discharge
to pension
abroad before
completion of
engagement.

195. When the man is serving abroad the application is to be submitted for the approval of the General or other officer commanding, and after the receipt of the authority for discharge the man is to be sent home as opportunity offers, and finally discharged on arrival at Netley, whither also his discharge documents are to be transmitted for confirmation. If a man be permitted to remain abroad, the discharge is to be carried out and confirmed by the General Officer commanding, who will transmit the documents to the Adjutant-General for submission to the Chelsea Board.

"M."—"In consequence of the termination of the second period of limited engagement."

Discharge
of second
period at
home.

196. The documents of men serving at home, who have completed their second period of limited engagement are to be prepared and transmitted to the Adjutant-General in time to admit of their being confirmed if possible for the last day of such engagement, and submitted to the Chelsea Board if entitled to pension.

Discharge of
second period
abroad.

197. In the case of a soldier serving abroad, the discharge documents are to be prepared and sent home with the man for confirmation by the Commandant at Netley, unless the man be permitted to remain abroad, in which case the discharge will be carried out by the General or other officer commanding, whether the man be entitled or not to pension, and the documents transmitted to the Adjutant-General.

Three months'
notice may be
dispensed
with.

198. If a soldier has been permitted to remain in the service beyond 21 years in accordance with Section 82 Army Discipline and Regulation Act, the General Officer commanding may, if he think fit, dispense with the three months' notice.

VI.—SPECIAL CASES OF DISCHARGE.

199. The following course will be pursued in carrying out discharge in special cases:—

Case.	Procedure.	Cause of Discharge.
(a.) An attested recruit who is rejected by the approving medical officer, and is rejected by the approving officer.	Discharge will at once be carried out, and confirmed by a Field officer authorised to approve recruits.	"In consequence of his not being likely to become an efficient soldier."

Enlistment and Service (discharge).**Section XIX.****SPECIAL CASES ON DISCHARGE—continued.**

Case.	Procedure.	Cause of Discharge.
(b.) An attested recruit who has been passed by an approving medical officer, and who is rejected by the approving Field officer.	Case to be reported to the Adjutant-General on Army Form B. 204, accompanied by the recruit's attestation. On receipt of authority, proceed as in case (a).	As in case (a).
(c.) An attested recruit who has been passed by an approving medical officer, and by an approving Field officer in a Regimental District, but who is found unfit on joining his corps.	As in case (b).	As in case (a).
(d.) Recruits who have been irregularly attested.	Case to be reported to the Adjutant-General through the General officer commanding. On receipt of the authority the General officer commanding will carry out the discharge.	In consequence of having been irregularly attested.
(e.) Boys, during probation.*	As in case (d).	As in case (a).
(f.) Men convicted either by the Civil Power, or by court-martial, of having made a false answer on attestation.	The General officer commanding to decide in each case whether the man is to be retained in the service or discharged—in accordance with general instructions issued by the Adjutant-General. If discharged, the General officer commanding will carry it out.	"In consequence of having made a false answer on attestation."

Discharges for any cause not enumerated in the foregoing list must be specially submitted to the Adjutant-General through the General officer commanding the District.

* If a boy be considered unfit for the service, either from conduct, unwillingness to learn, or not promising to become physically fit for the ranks, application should be made in sufficient time to allow of the boy being discharged before the expiration of the six months. (*vide* par. 39.)

N.B.—Sections and paragraphs to be quoted, not pages.

SECTION XX.—MEDALS.

- I.—Applications for Medals.
 II.—Lost Medals.
 III.—Foreign Orders and Medals.

I.—APPLICATIONS FOR MEDALS.

Medal with
annuity, &c.

1. Commanding officers are to address their recommendations for the "Medal with Annuity," "Victoria Cross," and "Distinguished-Conduct Medal" to the Military Secretary, transmitting at the same time descriptive returns and records of service of those whom they may recommend for these honourable distinctions.

G.C. medal
with gratuity.

2. Recommendations for the good conduct medal with gratuity* (granted by the Royal Warrant for Pay, &c., Part I.), are to be made on Army Form B. 176, and are to be despatched to the Adjutant-General on the first day of each quarter, commencing on 1st January, with certified copies of the troop, battery, or company, defaulter-sheets during the whole service of the soldiers who may be recommended. A certified extract shewing the charge, finding, and sentence of any court-martial by which any one of them may have been tried, and a copy of any civil conviction is also required. Recommendations of non-commissioned officers serving on the permanent staff of the Auxiliary Forces will be made by the officer commanding the regimental district, a letter from the officer commanding the corps to which the individual is attached, being forwarded in each case, stating whether he concurs in the recommendation, and attaching a copy of the applicant's defaulter-sheet whilst with the corps.

Rules for
selection.

3. In selecting soldiers for this honourable recognition of their services it cannot be too strongly impressed on commanding officers that their recommendations should be strictly limited to those soldiers who are known to be in every way worthy of the medal, which is only intended as a reward for a long course of irreproachable conduct. Except under special circumstances a soldier should not be recommended unless he is in possession of four good conduct badges. Commanding officers should bear in mind that although a soldier may have completed the requisite service—eighteen years—and be in possession of four good conduct badges, it does not follow that his previous conduct has always been sufficiently good to render him eligible for such a distinguished reward as a good conduct

* Army Schoolmasters are not granted gratuities.

Medals.**Section XX.****APPLICATIONS FOR MEDALS—continued.**

medal, which will only be conferred upon those whose characters are of the highest order, each recommendation being judged by the number and nature of the offences in the man's company defaulter-sheet, irrespective of the punishments which may have been awarded. Soldiers whom it may have been necessary to admit into hospital from the effects of drink are not to be recommended.

4. Any non-commissioned officer or soldier who has been twelve times entered in the regimental defaulter book, or who has been convicted by a court-martial within the last eighteen years, or by the civil power for felony or any other offence of a disgraceful nature, is absolutely ineligible for these rewards. A soldier, however, who within the last eighteen years has only been convicted as a non-commissioned officer of a crime for which he would not necessarily have been tried, had he been a private soldier, may be recommended on the conditions laid down in the preceding paragraph, and provided that his company defaulter-sheet shows a probation of five years' continuous good conduct since the date of his reduction.

Cases which are absolutely ineligible.

5. It is the duty of officers commanding troops, batteries, or companies to bring to the notice of their commanding officers any men, who may in their opinion, have fulfilled the conditions required; but they are to clearly explain to the men that the mere fact of having fulfilled these conditions, does not give any claim to either medal or gratuity.

Men fulfilling required conditions.

6. When soldiers may have distinguished themselves by gallantry and zeal in the service after the commission of any offence, by which they were rendered ineligible, they may be recommended, but the circumstances must be fully explained.

Soldiers distinguishing themselves.

7. When the corps is abroad it must be stated in the application whether the recipient is likely to be sent to England as an invalid or otherwise, before the medal can be forwarded from England to the service-companies.

Men serving abroad.

8. Commanding officers are not to abstain from recommending deserving sergeants for the medal with gratuity on the ground that they have been or are about to be recommended for the medal with annuity, as the medal and gratuity may be enjoyed until the medal and annuity are awarded. The medal issued with an annuity and inscribed "For meritorious conduct," cannot be held by a sergeant concurrently with the G. C. medal; but either of these medals may be held together with the medal "For distinguished-conduct in the field."

Concurrent holding of medals by sergeant.

9. The grant of a good-conduct or distinguished-service medal will be announced in general army and regimental orders, in order that every man who obtains it may be held up as an object of respect and emulation to the non-commissioned officers and soldiers of the corps in which he has served. The medal will be transmitted by the Commissary-General, Royal Arsenal, Woolwich, direct to the commanding officer of the corps,

Delivery of the medal.

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Section XX.**Medals.****APPLICATIONS FOR MEDALS—continued.**

who will deliver it to the soldier at a full-dress regimental parade, to be worn by him as an honourable testimonial of his Sovereign's approbation of his conduct. In cases, however, where corps are quartered in brigade or garrison, the officer commanding will, on receipt of such medals, report the circumstance to the General or other officer commanding, who may, should he think proper, order a general parade of the troops to witness the presentation.

Medals given
by a society.

10. Medals granted for acts of bravery in saving life may be worn in uniform; and whenever a society may consider any officer, non-commissioned officer, or soldier entitled to receive a medal, it should be sent, together with a statement of the act of bravery performed, to the Adjutant-General, in order that the recipient's name may be registered, and the necessary authority issued for the distinction to be worn. These medals will be worn on the right breast.

Form of ap-
plication.

11. Commanding officers, in putting forward a soldier's claim for the Royal Humane Society's medal, should do so on the prescribed form, which will be furnished on application to the secretary at the Society's office, 4, Trafalgar Square, Charing Cross, London. The form contains instructions necessary to be attended to in making a claim.

Forfeited
medals.

12. When medals granted to soldiers for service in the field, medals with gratuities, or medals with annuities for good conduct, are forfeited, they are to be transmitted to the Adjutant-General, for disposal. The same course is to be followed in the case of medals, which may be recovered after a soldier has been convicted of making away with them. Letters containing medals, when forwarded through the post, are to be registered.

Application
for restora-
tion.

13. When a soldier's forfeited service is restored, separate applications for the restoration of medals forfeited with such service are to be made by commanding officers of corps.

II.—LOST MEDALS.

Boards of
Inquiry.

14. Medals are to be shown at the weekly inspection of necessities, when officers commanding companies are to ascertain that they are the property of the men showing them. When a man is unable to produce his medal, a board—to consist of one captain and two subalterns—is to inquire into and record the cause of the loss. If the board be of opinion that the man has designedly made away with his medal, he is to be tried by court-martial. If convicted in such a case the offender may, after five years' absence from the regimental defaulter-book, be recommended to the Commander-in-Chief for a new medal, or paying the value thereof. The application will be made on Army Form B. 177.

Loss through
careless loss.

15. If the loss be proved to have occurred from carelessness or neglect, the board may recommend that the loser may, after

LOST MEDALS—*continued.*

being two years free from the regimental defaulter-book, reckoning from the date of assembly of the board, be provided with a new medal at his own expense.

16. If the loss be accidental the loser **may** be recommended by the board to be supplied with a new medal at once, either at his own expense or that of the public, according to the circumstances of the case; it being understood that, in order to justify the replacement of a medal at the public expense, the loss must be proved to have occurred on duty, by some accident entirely beyond the control of the loser. In all other cases, such as the loss of a medal cut from a tunic or stolen from a soldier's person, the loser must pay for it himself. Through accident.

17. The board is invariably to call for evidence as to the character of soldiers who lose their medals; and when no testimony beyond the loser's own assertion regarding the loss is produced, the board, except under very special circumstances, which it will record in its finding, is to deal with the case as if it were proved that the loss occurred from neglect. Board to take evidence as to character.

18. When the board recommends medals to be replaced at once, the proceedings in original, are to be transmitted in a letter, together with the prescribed form of return, giving a description of the medals, and the various clasps, if any. The proceedings are to be prepared on a separate sheet in each case, unless the circumstances attending the loss be actually the same in each. In cases where the clasps are not lost they are to be transmitted to the Adjutant-General, to be attached to the new medal. Medals to be replaced at once.

19. When the board does not recommend a medal to be replaced at once, the proceedings are not to be forwarded to head-quarters until the prescribed time has elapsed, according to the regulations above given for making the application. After pre-scribed period.

III.—FOREIGN ORDERS AND MEDALS.

20. Attention is drawn to the regulations respecting Foreign Orders and Medals issued by the Foreign Office and published from time to time in the Monthly Army List; especially to the rule prescribing that "the intention of a Foreign Sovereign to confer upon a British subject the insignia of an order must be notified to Her Majesty's Principal Secretary of State for Foreign Affairs, either through the British Minister accredited at the Court of such Foreign Sovereign, or through his Minister accredited at the Court of Her Majesty." Until such notification shall have been made, Her Majesty's permission to accept and wear the decoration cannot in any case be granted. Foreign Office. Regulations.

21. A medal or decoration bestowed by a foreign Power cannot under any circumstances be replaced. Lost medals.

SECTION XXI.—CORRESPONDENCE.

I.—Correspondence.

II.—Returns.

I.—CORRESPONDENCE.

Despatches in
the field.

1. Whenever troops are employed in active operations, General or other officers in command are to address their despatches to the Secretary of State for War.

Adjutant-
General.

2. Correspondence on matters connected with the *personnel*, duties, discipline, and general efficiency of Her Majesty's forces, intended for submission to the Commander-in-Chief, will be addressed to the Adjutant-General, except in the cases specified in paras. 3, 4, and 5. When letters on these subjects refer exclusively to the Royal Artillery, Royal Engineers, Recruiting, service, or Commissariat, they are to have the words "Royal Artillery," "Royal Engineers," "Recruiting," or "Commissariat," as the case may be, superscribed on the left-hand corner of the cover, as well as on the upper left-hand corner of the letter.

Quarter-
master-
General.

3. Correspondence on—

- a. Strategical and Topographical subjects ;
- b. The movement by land and sea, and quartering of Troops ;
- c. Regimental Canteens and Recreation-Rooms ;
- d. Married Soldiers' Regulations ;
- e. Army-Signalling ;
- f. Cooking ;

will be addressed to the Quartermaster-General.

Military
Secretary.

4. Correspondence on—

- a. Applications to compete for admission to the Royal Military College, Sandhurst, and to the Royal Military Academy, Woolwich ;
- b. The appointment, promotion, transfer, exchange, *except* from one battalion to another of the same regiment, *and* retirement of officers, whether on full-pay or half-pay ;
- c. Transfer of Militia Officers to the Regular Army.
- d. Confidential reports on the qualifications of officers for promotion ;
- e. Nomination of officers to the general and personal Staff of the army ;
- f. Admission to the corps of Gentlemen-at-Arms and Yeomen of the Guard ;

Correspondence.

Section XXI.

CORRESPONDENCE—*continued.*

- g.* Military Orders and Decorations; Medals with annuity, and for distinguished conduct in the field; Honours, and rewards for distinguished service;
h. Applications for employment with the Commissariat;
 will be addressed to the Military Secretary.

5. Correspondence on—

- a.* The instruction of officers by garrison-instructors;
b. The examination of officers for promotion;
c. The Military Colleges;
d. Army and Training Schools;
e. Garrison Libraries;
f. Magic Lanterns;

Director
General of
Military
Education.

will be addressed to the Director-General of Military Education; those on subjects (*a*) (*b*) and (*c*) being marked Sub-division I" on the corner of the envelope, and those on (*d*) (*e*) and (*f*) being marked "Subdivision II."

All confidential or semi-official communications should be enclosed in an inner envelope, marked "Confidential," and addressed *by name* to the Director-General or Assistant-Director.

6. Correspondence on questions, which cannot be settled locally, relating to—

Director of
Artillery and
Stores.

The manufacture, provision, supply, and maintenance of munitions of war and other military stores, will be addressed to the Director of Artillery and Stores.

7. Correspondence on questions, which cannot be settled locally, relating to—

Director of
Supplies and
Transport.

- a.* Food, forage, fuel and light, transport, &c.;
b. Custody of buildings in which troops are quartered;
c. Appropriation of quarters;

will be addressed to the Director of Supplies and Transport.

8. Correspondence on questions which cannot be settled locally, relating to—

Director of
Clothing.

Clothing and necessities, will be conducted as prescribed by the Royal Warrant for the supply of clothing and necessities.

9. Correspondence on subjects relating to the construction, repair, or alteration of barracks, fortifications, or commissariat and ordnance store buildings, and the care or use of military lands, will be addressed to the Inspector-General of Fortifications. General officers commanding are invariably to obtain the professional opinion of the Commanding Royal Engineer before transmitting correspondence on these subjects to the War Office.

Inspector-
General of
Fortifications.

10. Correspondence on questions relating to the *personnel*, duties, &c., of officers of the Army Pay Department, the pay of officers and men, and military cash expenditure generally, which cannot be settled locally, will be addressed to the Financial Secretary.

Financial
Secretary.

11. Official letters are to contain full information of all par-

Letters how
to be written.

Section **XXI.****Correspondence.****CORRESPONDENCE—continued.**

ticulars upon the subject to which they relate, and are to be headed thus:—

From _____ [*Here state rank, name, and corps.*]

To _____ [*Here state officer or head of department addressed.*]

Each letter is to refer to one subject only, and is to be written on foolscap paper with quarter margin. The paragraphs are to be numbered, and the enclosures (if any) described in the margin or in a separate schedule. As a general rule, short communications may be written on a half-sheet; but when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet. The transmission of unnecessary enclosures is to be avoided, and when additional papers are forwarded, all blank fly-leaves are to be removed from them. The rank and corps of officers are in all cases to be added after their signatures. Signatures impressed by a stamp are forbidden to be attached to letters and official documents forwarded to the War Office. All officers whose duty it is to sign documents will do so in their own handwriting. When a communication has any reference to previous correspondence from head-quarters, the registered number, date, and purport of the former papers are to be quoted.

Minutes on original letters.

12. All replies, remarks, or queries arising out of an original letter or memo. are to be made in the form of minutes. The first minute is to follow on the page where the original letter or memo. ends, and each succeeding minute is to immediately follow that which, by date, precedes it. Each minute is to be numbered (in red ink, when possible). A fresh half-sheet is to be added, when required, for the commencement or continuation of a minute, and on no account is such commencement or continuation to be made on vacant spaces under previous minutes, or in the margin.

District correspondence on commissariat and ordnance store subjects.

13. All demands and requisitions connected with the supply of, and all correspondence relating to, food, forage, fuel and light, quarters, transport, or the issue of allowances in lieu; also correspondence relating to the custody and appropriation of buildings in which troops are quartered, and their equipment, or to the issue of travelling allowances, &c., &c., will be addressed to the senior commissariat officer at the station for settlement, or for submission for the orders of the General officer commanding. Demands, requisitions, and correspondence relating to munitions of war, equipment, and other military stores will similarly be addressed to the senior ordnance store officer. Representations respecting disallowances connected with the foregoing services will not be forwarded direct to the War Office by officers commanding regiments, or by paymasters, but will be forwarded to the General officer commanding the District (through the senior commissariat or ordnance store officer, as the

Correspondence.

Section XXI.

CORRESPONDENCE—*continued.*

case may be), who, if the matter does not admit of local settlement, will proceed as laid down in paras. 6 and 7 of this Section.

14. Superior officers and other intermediate authorities are responsible for the correctness of what is set forth in documents submitted by them, but it is their duty to endeavour to adjust all matters that come within the scope of their authority. In transmitting applications or correspondence to head-quarters, they are invariably to state their concurrence—or otherwise—adding such additional observations, based on local knowledge, as may be necessary to enable the authorities to come to a final decision on the question without further reference and correspondence.

Local adjustment of questions by G. O. C.

15. Applications from regimental officers are, in the first instance, to be submitted to the commanding officers of their corps. Applications from non-commissioned officers, trumpeters, drummers, and private soldiers are to be made personally through the captains or commanding officers of their troops, batteries, or companies to the commanding officers of their corps.

Applications from regiments.

16. Officers commanding corps and local heads of departments are to transmit official communications for head-quarters, except in cases of pressing and evident necessity, through General officers commanding. Letters may, however, be addressed by commanding officers of corps, and of recruiting districts, direct to the Adjutant-General, upon subjects relating to the recruiting service; or when a departure from the general rule above prescribed is specially sanctioned. Any officer who, on his own responsibility, transmits documents otherwise than through the proper channel, must fully explain the causes which induce him to do so, and, at the same time, forward copies for the information of the authority through whom they should have passed in regular course. Staff officers of pensioners will forward all correspondence on matters not purely financial through the officer commanding the regimental district to the General officer commanding. Correspondence so sent will not be required in duplicate. In all papers referring to men of the Army Reserve the class and section must invariably be stated.

Correspondence through G. O. C.

17. In direct correspondence between one General officer and another, between commanding officers, and between heads of departments, letters are to be signed by the superior officers, and not by their staff or subordinate officers. When an officer employs his staff to conduct any correspondence with another officer of equal rank or position, the staff of that officer is to be addressed. As a staff officer carries on his duties under the authority of the General officer to whose staff he is attached, he will, in communicating with those under the command of the General officer, invariably sign "By Order."

Correspondence between officers in command.

18. Correspondence will not be conducted direct between officers commanding companies of different corps on matters

Between officers commanding companies.

Section XXI.**Correspondence.****CORRESPONDENCE—continued.**

connected with the men of their companies, when it can be more conveniently done either through the paymaster on pay questions, or through the regimental orderly-room on other questions.

Opening
official letters.

19. Whenever General or other officers in command obtain temporary leave to be absent from their divisions, brigades, or stations, the officers next in command are to open any official letters that may arrive addressed to such commanding officers, and to carry out any orders that may be contained therein.

Non-official
enclosures.

20. Commanding officers are to prevent any letters, which are not on the public service, and not intended for the military departments, from being, in any instance, enclosed under official covers.

Transmitting
letters, &c.
through head-
quarters.

21. Official documents and returns passing between officers commanding and the Judge Advocate-General, London, between regiments or battalions abroad and depôts at home, or from one corps to another, the postage on which is an authorised charge against the public, are to be sent, for re-posting, under cover to the Under Secretary of State for War. Each packet must be properly addressed and accompanied by a letter or schedule specifying in detail the documents contained in it, and special care taken that no private or unauthorised communications are so transmitted.

Unauthorised
publication of
official
records.

22. Access to official records is only permitted to those who are entrusted with the duties of the office or department to which they belong, and the same are not to be made public, or communicated to persons unconnected with such offices or departments, without the knowledge or sanction of the authorities concerned. The only legitimate use an officer can make of documents or information of which he may become possessed in his official capacity is, for the furtherance of the public service in the performance of his duty. If his official conduct be impugned, he is at liberty to seek redress by an appeal to superior authority, through the regular channel. On the other hand, his publishing official documents or availing himself of them for carrying on personal controversies, or for any private purpose, without due authority, will be viewed and treated as a positive breach of official trust.

II.—RETURNS.

Periodical
Returns.

23. The PERIODICAL REPORTS and RETURNS specified in the subjoined table are to be furnished by General officers commanding or officers commanding corps (to include regimental depôts where applicable). Single copies only are required, except where otherwise stated "in duplicate." The returns from officers commanding corps are to be transmitted direct to head-quarters, unless otherwise ordered through General officers commanding.

Correspondence.

Section XXI.

RETURNS—continued.

Description of Return.	Number of Army Form.	To whom sent.	When to be sent.
Yearly.			
<i>By General Officers Commanding.</i>			
Confidential District Report, Home and Abroad (India excepted).	By letter with Army Form B. 113 (late W. O. Form 19).	Adjutant-general	1st January.
Confidential Reports and Returns.	Cavalry - - B. 108 (late W. O. Form 755)	Adjutant-general	After annual inspection of corps.
	Artillery - - B. 89 (late W. O. Form 695)		
	Engineers - - B. 147 (late W. O. Form 693)		
	Infantry - - B. 169 (late W. O. Form 756)		
	Infantry Dep. B. 122 (late W. O. Form 213)		
	Army Service Corps. B. 65 (late W. O. Form 1356)		
	Medical Officers (not attached to Regiments). C. 337 and C. 339 (late W. O. Forms 780 and 780a)		
Reports on the Qualification of Officers for Promotion.	B. 194 (late W. O. Form 1114)	Military Secretary	After annual inspection.
Reports on Officers of the Commissariat and Transport Staff.	C. 306 (late W. O. Form 684)	Military Secretary	1st January.
Report of promulgation of Army Discipline and Regulation Act at Foreign Stations only.	By letter - -	Adjutant-general	After promulgation.
Return of Lecturing Apparatus on charge.	G. 1019 (late W. O. Form 58)	Director-general of Military Education	31st March.
Report of Board on Garrison Libraries.	N. 1489 (late W. O. Form 207)	Director-General of Military Education	After Quarterly Board at close of the year.
<i>By Officers Commanding Districts (Royal Artillery).</i>			
Return of Field and Garrison Mounted Ordnance.	G. 844 (late W. O. Form 13)	Adjutant-General	1st April.
Return of Field Ordnance Equipped.	G. 889 and G. 895 (late W. O. Forms 287 and 288)	Adjutant-General	
Seniority List of Artificers.	MS. - - -	Adjutant-General	

Section **XXI.**

Correspondence.

RETURNS—*continued.*

Description of Return.	Number of Army Form.	To whom sent.	When to be sent.
<i>By Officers Commanding Batteries (Royal Artillery).</i>			
Return of Horses, Showing Description and Casualties.	B. 87 (late W. O. Form 202)	Adjutant-general through O.C. Districts (R. A.)	1st May.
<i>By Officers Commanding Corps.</i>			
General Annual Return of Effectives, Casualties, &c.	Home, B. 53 (late W. O. Form 747a) Abroad, B. 52 (late W. O. Form 747)	Adjutant-general direct.	31st January.
Return of Soldiers received from the Royal Military Asylum or the Royal Hibernian Military School.	B. 222 (late W. O. Form 523)	Adjutant-general direct.	1st January.
Report on Military Bandmasters.	By letter - -	Adjutant-general -	1st January.
Report on Equipment (not from India). See s. 12.	By letter - -	Adjutant-general through G.O.C.	Between 1st November and 1st January.
Return of certificates of education in possession.	B. 139 (late W. O. Form 29)	Director-general of Military Education.	1st January.
Annual requisition for Bibles, Prayer Books, &c.	L. 1367 (late W. O. Form 681)	Under Secretary of State for War.	1st January.
Return of Swordsmanship (Cavalry only).	O. 1715 (late W. O. Form 704), in duplicate	Adjutant - general through G.O.C.	On the termination of the annual competition for prizes.
Annual Report on Clothing supplied.	H. 1113 (late W. O. Form 597)	Adjutant - general through G. O.C.	1st April.
Half-yearly.			
<i>By General Officers Commanding.</i>			
Index of general orders issued in Ireland and at foreign stations.	A. 18 (late W. O. Form 793).	Adjutant-general	1st January and 1st July.
Return of Officers recommended to join Garrison Classes. (At home only.)	—	Director-general of Military Education.	
<i>By Officers Commanding Regimental Districts.</i>			
Return of recruits enlisted by paid pensioner recruiters.	D. 411 (late W. O. Form 968).	Adjutant-general	

Correspondence.

Section XXI.

RETURNS—continued.

Description of Return.	Number of Army Form.	To whom sent.	When to be sent.
<i>By Officers Commanding Corps.</i>			
Report of progress made in Fencing (Cavalry only).	B. 157 (late W. O. Form 436)	Adjutant-general -	1st January and 1st 1st July.
Return of candidates for competition for Army School-master.	Director - general of Military Education.	15th April and 15th October
<i>By Officers Commanding Districts (Royal Artillery).</i>			
Return of Artillery Volunteers.	E. 545 (late W. O. Form 1640)	Adjutant-general -	1st April and 1st October.
Quarterly.			
<i>By General Officers Commanding.</i>			
Report of Boards on Garrison Canteens (Tenant System).	A. 2 (late W. O. Form 263), with F. 707 (late W. O. Form 1415b)	Quartermaster-general.	1st January, 1st April, 1st July, and 1st October.
Quarterly statement of Accounts of Garrison Libraries.	N. 1530	Under Secretary of State for War.	
Occupation return of barracks (abroad).	K. 1253 (late W. O. Form 1378)	Quartermaster-general.	
Return of Prisoners confined in Provost-Prisons.	B. 111 (late W. O. Form 746)	Inspector-general of Military Prisons.	
Return of School-fees (where children attend civil schools).	O. 1760 (late W. O. Form 373)	Director-general of Military Education.	
Return of Officers examined for promotion.	—	Director-general of Military Education.	1st January, 1st May, 1st November.
<i>By Officers Commanding Corps.</i>			
Report of Board on Regimental Canteens, with Abstract of Accounts.	Special Form. See Sec. 15, par. 75.	Quartermaster-general through G.O.C.	1st January, 1st April, 1st July, and 1st October.
Return of Courts-Martial.	A. 14 (late W. O. Form 80)	Under Secretary of State for War.	
Return of Men recommended for Good-conduct Medal.	B. 176 (late W. O. Form 254)	Adjutant-general	
Return of Men recommended for Restoration of Forfeited Service.	B. 219 late (W. O. Form 435)	Adjutant-general	

Section XXI.

Correspondence.

RETURNS—*continued.*

Description of Return.	Number of Army Form.	To whom sent.	When to be sent.	
<i>By Officers Commanding Corps at Guernsey, Jersey, and Foreign Stations, excepting India.</i>				
Return of School-fees (children attending Military Schools).	O. 1758 (late W. O. Form 369)	Director-general of Military Education.	1st January, 1st April, 1st July, and 1st October.	
Monthly.				
<i>By General Officers Commanding.</i>				
General Return of Troops (accompanied by copies of all General Orders issued in Ireland and abroad during the month).	Home, A. 35 (late W. O. Form 764). Abroad, A. 34 (late W. O. Form 761).	Adjutant-general	1st of each month.	
Occupation Return of Barracks (Home).	K. 1253 (late W. O. Form 1378)	Quartermaster-general.		
Abstract of orders and decisions connected with the Royal Engineer Department.	C. 302 (late W. O. Form 851)			
Abstract of orders and decisions connected with the Commissariat and Transport Staff and Ordnance Store Department.	C. 302 (late W. O. Form 1153)			
<i>By Officers Commanding Districts (Royal Artillery).</i>				
Detail of Changes in Armaments.	G. 819 (late W. O. Form 104)	Adjutant-general.	5th of each month.	
District Return.	B. 83 (late W. O. Form 283)			
Return of Artificers who have passed through courses.	B. 92 (late W. O. Form 374)			
<i>By Officers Commanding Brigades (Royal Artillery).</i>				
Brigade Return.	B. 81 (late W. O. Form 710)	Adjutant-general		
<i>By Officers Commanding Batteries (Royal Artillery).</i>				
Casualty Returns.	B. 76 (late W. O. Form 785), in duplicate	Adjutant-general	1st of each month.	

Correspondence.

Section XXI.

RETURNS—continued.

Description of Return.	Number of Army Form.	To whom sent.	When to be sent.
<i>By Officers Commanding Stations (Royal Artillery).</i>			
Return of Recruits Inspected by Private Medical Practitioners.	B. 212 (late W. O. Form 311)	Adjutant-general.	1st of each month.
<i>By Officers Commanding Corps.</i>			
Regimental Monthly Return of effectives, increase and decrease, &c. (See paras. 31-33).	Home, B. 104 (late W. O. Form 711) Abroad, B. 106 (late W. O. Form 712) Regimental Depôts, B. 171 (late W. O. Form 719)		
School Report.	C. 321 (late W. O. Form 367)	Director-general of Military Education.	
Weekly.			
<i>By General Officers Commanding at Home.</i>			
Nominal List of Discharges carried out by General Officers.	C. 380 . . .	Adjutant-general.	On Monday.
<i>By Officers Commanding Districts (Royal Artillery).</i>			
Increase and Decrease State.	B. 84 (late W. O. Form 145)		
<i>By Officers Commanding Stations (Royal Artillery).</i>			
Return of Recruits raised.	B. 94 (late W. O. Form 18a)		
<i>By Corps.</i>			
Return of Recruits finally approved.	B. 211 (late W. O. Form 18)	Adjutant-general.	On Saturday.
Return of Effectives, and of Increase and Decrease.	B. 238 (late W. O. Form 813)		

Section XXI.**Correspondence.****RETURNS—continued.**

Return of
certificates of
education and
school report.

24. Commanding officers are held responsible for the accuracy in every particular of returns furnished on Army Forms B. 139 and C. 321 (late W. O. Forms 29 and 367), and will sign a certificate to the effect that they have had these documents examined, and found them correct.

Punctuality in
transmission.

25. It is of the utmost importance that punctuality should be observed in the transmission of the periodical returns, and that correct and full information should be given in every particular under each of the several headings of the printed forms, which sufficiently indicate the manner in which they are to be prepared.

Corps on
active service.

26. In the event of corps being on active service in the Field, it is necessary that the Monthly Returns thereof, on Army Form B. 105 (late W.O. Form 712), shall continue to be rendered with the greatest possible punctuality.

General
orders issued
abroad.

27. At foreign stations where orders are not issued in printed form it is unnecessary to include in the copies of such orders to accompany the general monthly returns, the particulars of the charges, finding, and sentences of courts-martial on non-commissioned officers and men; it will be sufficient to insert a notice of the court-martial to the following effect:—

“Date _____. The proceedings of the _____ Court-martial on _____ of the _____ are promulgated.”

Regimental Returns.

Care in filling
up.

28. With a view to enable the Adjutant-General to furnish the information requisite to form the groundwork of the various returns and statements which are from time to time called for, officers in command of corps and depôts are to take care that the annual and monthly returns are filled up in the clearest and most satisfactory manner; they are to certify that all parts of the Return have been carefully examined and found to be correct.

Absent
officers.

29. In cases where leave of absence is prolonged, the date from which the first leave commenced is to be shown in the column “From what time,” and not the date from which the extension of leave took effect. Officers on appointment to first commissions, or from half-pay, or on promotion from one regiment or battalion to another, are to be accounted for under the head of “Officers absent with leave” for two months from the date of their appointments; officers exchanging or being transferred, for one month from date of being gazetted. Commanding officers are to cause every enquiry to be made concerning officers whose absence from their corps has not been authorised, and are to insert the result of their inquiries in the column of “Remarks.” The date on which an officer joins, after having been absent without leave, is to be inserted under the head of “Memoranda” in the succeeding monthly return.

Correspondence.

Section **XXI.****RETURNS—continued.**

30. The Monthly Return furnished on the 1st, being intended to show the distribution of corps on the previous day, all officers on leave, and non-commissioned officers and men on furlough, whose periods of absence expire on the last day of the month, must be present at the muster of their corps.

Rejoining
from leave or
furlough.

31. Detachments sent from the dépôts at home to corps abroad, are to be included in the returns of the dépôt companies until they have actually embarked. From the date of their being placed under orders until the date of their final embarkation for foreign service, they are to be accounted for in a distinct manner, as "Under orders to join the service-companies." On their embarkation actually taking place they are to be reported in the column of "Sent to service-companies."

Detachments
sent abroad.

32. It is absolutely necessary that all soldiers belonging to regiments serving abroad, who are sent to this country *for any purpose whatever*, whether they join the dépôt or not, should be struck off the strength of the service-companies from the date of embarkation, or in the event of a corps proceeding from one foreign station to another, all men left behind with a view to their being sent home are to be struck off the strength of the corps from the date of its embarkation. They should be reported as "arrived or en route from the service-companies," in the dépôt returns, which should also account for all deaths and other casualties during the passage home. In cases where men who have been sent or left at home are not accounted for within a reasonable period, the officers commanding corps abroad are to report the same to the Adjutant-General, and to transmit a nominal list of such men, with full particulars of each case, in order that proper inquiries may be made respecting them.

Accounting
for men sent
home or left
at home.

33. Deserters are not to be struck off the strength until the fact of their desertion shall have been sworn to before a regimental court of inquiry at the expiration of twenty-one days—as prescribed by the Army Discipline and Regulation Act. Until such time they are to be returned as "*absent without leave*," although they may have been reported as deserters.

Deserters.

Special Reports and Returns.

34. In case of any extraordinary number of deaths or desertions, the commanding officer is to transmit, with the monthly return, a special report stating the causes to which such casualties are to be attributed, the measures which have been adopted for the apprehension of deserters, and for checking the crime of desertion, and the remedies which have been resorted to in the event of any particular malady having made its appearance in the corps.

Casualties.

35. Copies of the first page of the monthly returns rendered to the Adjutant-General on the 1st April and 1st October in each year will be passed to the paymaster of the regimental dépôt, or

Returns for
March and
September to
be checked by
Paymaster.

Section XXI.

Correspondence.

RETURNS—*continued.*

corps concerned, so that that officer may be enabled to reconcile the number shown in the return with the number of men for whom pay is charged in his public accounts, on the last day of March and September respectively. Should the paymaster be unable to effect an agreement between the numbers, he will notify the discrepancy to his commanding officer, who will, if upon investigation an error is proved to have occurred in the monthly return, immediately report it for the information of the Adjutant-General.

Death reports
of officers.

36. The following directions are to be followed in reporting the deaths of officers, viz. :—

- a. Those of officers serving on the *Staff of the Army* are to be reported to the Military Secretary, by letter from the General or other officer commanding the station or district at which the officers may be serving at the time of their decease.
- b. Those of *regimental officers* are to be reported, in like manner, by their respective commanding officers. In the case of regimental officers on leave from foreign stations, similar reports are to be furnished by regimental agents.
- c. Those of *departmental officers* are to be reported to the heads of their several departments, by whom, when necessary, the reports will be transmitted to the Military Secretary.
- d. In making these reports (which are to be in addition to the proper entries in the prescribed forms of Monthly and Annual Returns) special care is to be taken to note the actual date of decease and every particular relating thereto. All other reports are dispensed with.

Legion of
Honour.

37. Every casualty among officers and men appointed to the French Order of the Legion of Honour, is to be immediately reported to the Under Secretary of State for War.

Annual return
of deaths, &c.

38. Officers commanding corps and dépôts are to furnish the medical officers in charge of their corps with the "Return of Deaths, Casualties," &c. (Army Form B. 119, late W. O. Form 198) as soon after the 31st December of each year as may be practicable.

Deceased
soldiers.

39. Immediately on the death of a soldier the commanding officer will cause a report of the circumstances of the case to be made (on Army Form B. 118, late W. O. Form 126) to the man's next-of-kin, as shown in his pocket-ledger, which is invariably to be duly corrected on the 1st January in each year.

Casualties in
action.

40. Casualties in action are to be reported on Army Form B. 103 (late W. O. Form 713).

Return of
courts-
martial.

41. The monthly returns of courts-martial (Army Form B. 117, late W. O. form 717) are to be rendered to and retained by General officers commanding, who will be held responsible that they are carefully examined, and any irregularities brought to the notice of the Commander-in-Chief.

Correspondence.

Section XXI.

RETURNS—*continued*.

42. A report of regimental recreation-rooms (on Army Form N. 1510, late W. O. Form 208) will be furnished for the information of General officers commanding, annually, on the 1st of January. Annual report of recreation-rooms.

43. When soldiers are discharged from corps and dépôts at the expiration of their second period of limited engagement, or when invalids, of whatever length of service, are discharged without being previously sent to Netley, a return (on Army Form D. 410, late W. O. Form 539) is to be forwarded by commanding officers of corps to the Financial Secretary, War Office, so soon as the discharge of each soldier shall have been confirmed by the Adjutant-General. Return of men discharged to pension.

N.B.—*Sections and paragraphs to be quoted, not pages.*

SECTION XXII.—BOOKS AND REGIMENTAL RECORDS.

- I.—General Instructions.
 II.—Regimental Books.
 III.—Troop, Battery, and Company Books.

I.—GENERAL INSTRUCTIONS.

List of books
to be kept.

1. The books to be kept in every corps throughout the army are shown in the following table. In the Royal Artillery those marked (a) are kept in district offices, those marked (b) by batteries. All entries made therein are to be carefully examined by the commanding officer, and the books are always to be produced at the inspection of the corps, and at such other times as the General or other officer commanding may think proper to call for them.

a. Regimental Books.

- | | |
|---|---|
| 1. General order-book (a), (b) | 16. Saving's - bank ledger, Army Book, 80 (c). |
| 2. Regimental order-book (a) | 17. Daily register of cooking, Army Book, 152 (a) (b). |
| 3. Record of officers' services. Army Book, 83 (c). | 18. Description of Horses, Army Book, 92 (b). |
| 4. Portfolio of Attestations, Army Book, 234 (c). | 19. Equitation Register, Army Book, 93 (b). |
| 5. Casualty-book, Army Book, 156 (b). | 20. Register of Certificates of Education, Army Book, 13 (b). |
| 6. Letter-book, Army Book, 127 (a). | 21. Seniority List of Sergeants, Staff-Sergeants, and Artificers (a). |
| 7. Register of letters received (a). | 22. Postage Book (a) (b). |
| 8. Return-book, Army Books, 11, 22, and 23 (a). | 23. Register of Births, Army Book 112 |
| 9. Register of furloughs, Army Book, 86 (b). | 24. " " Marriages, Army Book 113 |
| 10. Description of deserters, Army Book, 87 (b). | 25. " " Deaths, Army Book 114 |
| 11. Defaulter - book, Army Book, 88 (a) (c). | 26. Nominal and Descriptive List of men transferred to Army Reserve. (Army Book, 249, (c). (See Section 19, para. 103.) |
| 12. Officer's court-martial-book (c). | |
| 13. Court-martial-book, Army Book, 89 (a) (c). | |
| 14. Digest of services of the Regiment, Army Book, 128 (a) (c). | |
| 15. Register of marriages and baptisms, Army Book, 91 (b) (c). | |

In the Commissariat and Transport Corps the books marked (c) in above list are kept at the head-quarters of the corps, Horse Guards, War Office.

Books and Regimental Records.

Section XXII.

GENERAL INSTRUCTIONS—*continued*.*b. Troop and Company Books.*

1. Order-book. Army Book, 137 (*b*).
2. Ledger. Army Book, 142 A, B, and C (*b*).
3. Pay and mess-book, Army Book, 272 (*b*).
4. Balance-sheet. Army Form N., 1529 (*b*).
5. Cash-book. Army Book, 271 (*b*).
6. Defaulter-book. Army Book, 116 (*b*).
7. Saving's-bank ledger. Army Book, 80 (*b*).

c. Quartermasters' Books.

1. Account of clothing (*b*) (*c*).
2. Equipment ledger (*b*) (*c*).
3. Account of fuel, forage, &c. (*b*).
4. Account of necessaries (*b*) (*c*).
5. Letter-book (*b*).
6. Register of Arms and Accoutrements (*b*).
7. Demand-book. Army Book, 243 (*b*).
8. Work-book (daily). Army Book, 244 (*b*).

In the Commissariat and Transport Corps the books marked (*c*) are kept by officers commanding companies.

d. Veterinary Surgeons' Books.

1. Letter-book.
2. Register of sick and lame horses (*b*).
3. Record of treatment (*b*).
4. Veterinary History-sheets (*b*).

e. Paymasters' Books.

1. General account-book.
2. Ledger.
3. Bank-book (when a public banking account is kept).

f. Canteen Books.

To be kept by corps in which regimental canteens are established in accordance with Section 15.

Section XXII.

Books and Regimental Records.

GENERAL INSTRUCTIONS—*continued*.

Books kept
in Artillery
districts and
sub-districts.

2. The following books will be kept by the Royal Artillery in districts and sub-districts:—

Description.	Army Book No.	Remarks.
Store Ledger	209 A, B, C, E	{ 6, 5, 4, and 2 quire books, as may be required.
Receipt Journal	195	
Issue Journal	196	
Demand Book	272	
Distribution Book	211, 212 A, B	{ 60, 30, and 20 vertical columns, as may be required. A special form is provided for southern district.
Expenditure Journal	271	
Register of Vouchers	101	{ For large districts having several sub-accountants.
Record of Rifled Ordnance ..	207	

Books to
accompany
corps on
service.

3. When a regiment, battalion, battery, or company Commissariat and Transport Corps, is ordered on active field-service, the whole of the regimental books are not to be embarked, but only such as may be absolutely required on service; the others are to be left with the regimental depôt, under the charge of the officer commanding, who is responsible that they are regularly and correctly kept. In the case of Royal Artillery, Royal Engineers, and Commissariat and Transport Corps, orders on this head will be given by the Deputy Adjutant-Generals, Royal Artillery, and Royal Engineers, and Commissary-General at head-quarters respectively.

Destruction
of books and
documents.

4. With a view to obviate the inconvenience which is found to arise from the accumulation, in the military offices of districts or stations, of records to which references are seldom made, the General officer commanding is to cause a list of all official documents, books, &c., to be prepared at least every five years, and arranged according to subjects and periods; those which it may be deemed necessary to preserve being distinguished from those which may be recommended to be destroyed.

Board to be
assembled.

5. This list is to be referred to a Board of three staff officers of the district or station [the head of the department to which the records belong being a member], who are to report, to the General officer commanding, their opinion as to the particular documents which may be destroyed without any prospect of inconvenience to the service. After a careful consideration of such report, the General officer is to transmit the same—accompanied by his own observations—to the Under Secretary of State for War, in order that the necessary authority may be obtained for the disposal of the condemned records.

Useless.

6. The following course is to be adopted, as occasion may

Books and Regimental Records.

Section XXII.

GENERAL INSTRUCTIONS—*continued*.

require, in disposing of useless regimental books and records not specially authorised to be destroyed periodically, viz.: the officer commanding is to cause a committee of three or more officers to be assembled, for the purpose of examining them, and of ascertaining that such parts thereof as it may be advisable to retain have been extracted and correctly copied into other books. A list, accompanied by a declaration of the committee of officers on Army Form L. 1373 (late W. O. Form 647) specifying,

regimental records.

1st. The description of books or documents,

2nd. The periods to which they apply, and

3rd. The reasons, in each instance, for considering them no longer necessary,

is then to be transmitted by the commanding officer to the War Office in order that the Secretary of State for War may decide as to their retention or destruction.

II.—REGIMENTAL BOOKS.

7. All General Orders and Army Circulars (including General Regimental Orders, Royal Artillery, and Corps Orders, Royal Engineers, and list of changes in matériel), received from the Horse Guards and War Office, are to be pasted in separate guard books in original as they are received. The volumes are each to be numbered and indexed.

General order book.

8. The book for the entry of regimental orders is to consist of two parts, viz.:—

Regimental order book.

Part 1.—*For temporary orders.* (*Army Book*, 129.)

Part 2.—*For permanent orders.* (*Army Book*, 82.)

In Part 1, all orders issued by the General officer commanding the station, brigade, &c., or by the commanding officer of the corps, are to be entered as they are issued. At the commencement of each year these entries are to be reviewed, and such of the orders—including the number and date of each order, as originally issued—as shall appear to the commanding officer necessary to be retained, are to be transcribed into Part 2. After these extracts shall have been made, Part 1 may be destroyed. The Permanent Book No. 2 is to have an index containing the date and purport of each order, the name of the officer by whom issued, and the page at which it is entered.

Record of Officers' Services.

9. This book will be carefully kept up. The signature of the officer concerned should be attached to his record on first joining his corps, and every subsequent entry should be initialed by him; the attesting signatures of the commanding officer, paymaster, and adjutant being affixed on the officer ceasing to belong to the corps.

Record of officers' services.

Section XXII.

Books and Regimental Records.

REGIMENTAL BOOKS—*continued.*

Records of Soldiers' Services.

Attestations. 10. The service of the soldier will be recorded in two documents, viz.:—

a. In the Attestation [Long service, Army Form B. 267; short service, Army Forms B. 265 and 266.]

b. In the "copy" of Attestation.

In the Royal Engineers, services of the men are recorded on a third document, viz.:—An additional copy-attestation, which will be in the custody of the Deputy Adjutant General of the corps.

N.B.—The term "officer commanding the dépôt," when hereafter used in connection with attestations and copy-attestations, is to be understood as applying to the commanding officer of a regimental dépôt, or of the cavalry dépôt at Canterbury.

Custody of
original
Attestation.

11. The original attestation will be sent as follows:—

Infantry of the Line ..	{ To Paymaster of the Regimental Dépôt.
Foot Guards	{ To Acting-Paymaster of regiment.
Artillery	{ To officer in charge of Regimental Records at Woolwich through the officer commanding Royal Artillery at the head-quarters of the District to which the recruit is sent.
Engineers	{ To officers in charge of Regimental Records at Chatham.
Cavalry at home ..	{ Paymaster of Regiment.
Cavalry abroad ..	{ Paymaster of Cavalry Dépôt.
Commissariat and Transport Corps ..	{ To the officer in charge of the Records of the corps, Horse Guards, War Office.
Ordnance Store Corps	{ To the Acting Staff Officer, Red Barracks, Woolwich.
Army Hospital Corps ..	{ To the Paymaster of the Corps, Gun House, St. James's Park, London.
West Indian Regiments and Colonial Corps ..	{ To the Paymaster of the Corps.

Custody of
copy-attestation.

The copy-attestation should be prepared by the recruiting officer before the recruit is brought up for final approval. When the recruit is approved the approving officer will carefully compare the copy with the original attestation, and sign the certificate on the former stating that it is a true copy. The copy-attestation will remain in the custody of the commanding officer of the recruit, and will invariably accompany the man either at home or abroad. They will be filed in the portfolio for attestations, in numerical order, an alphabetical index of the men's names being kept in each volume.

Attestations
to be filed.

Entries in
attestation.

12. The officers in charge of the attestations and copy-attestations will be held responsible that every variation affecting

REGIMENTAL BOOKS—*continued.*

the soldiers' service or pay—such as promotion, reduction, forfeiture, or deduction of service, grant, and forfeiture of good-conduct pay—is inserted in the record of service as it occurs, or as soon as it is reported in the casualty returns sent from the service-companies. When a soldier is convicted by the civil power of an offence committed previous to enlistment, and he is permitted to remain in the service, a remark is to be made in his record of service to account for his absence from duty on account of any sentence consequent on such conviction.

13. When a soldier is transferred, or re-engages into another corps, his attestation will be forwarded by the officer in whose custody it is to the officer (referred to in paragraph 11) of the corps receiving him, his services being made up and certified to the day on which the transfer takes place. The officer who sends the attestation will take care to obtain a receipt on Army Form B 198 for the attestation so forwarded. The copy attestation will be completed to the day on which the transfer takes place, and will then be sent immediately to the corps receiving the soldier, a receipt on Army Form B 198 being also obtained for that document. These receipts will be filed in the attestation books in the place of the documents removed therefrom.

On transfer
and re-engagement.

14. When soldiers are posted from one battalion of a regiment to the other, or to or from the dépôt, a nominal roll, with a certificate signed by the commanding officer, paymaster, and adjutant, that all entries required by regulations have been made in their records up to and including the date of transfer, will be sent with them. The usual certificate will not in these cases be required on the face of each record.

Postings to
battalions
and to or from
dépôt.

15. When a soldier is transferred to a corps in an arm or branch of the service different from that in which he was previously serving, and his service is altered to correspond with the general conditions of service in the arm or branch to which he is transferred an entry to that effect will be made in his record of service on the attestation and copy-attestation as under:—

On transfer to
a different
arm of the
service.

“Transferred to _____, on _____
and conditions of service altered to _____ years with the
Colours, and _____ years with the Reserve.”

16. When a man is transferred to the Indian unattached list, the attestation will be forwarded to the Adjutant-General of the presidency in which the man is serving, the copy-attestation being sent to the head of the department to which the soldier is transferred. Should the man be subsequently re-transferred to the regular army, the copy-attestation will be obtained by the commanding officer of his new corps. The original attestation will be obtained from the Adjutant-General of the Presidency by the officer (referred to in paragraph 11,) of the new corps.

Transfer to
Indian un-
attached list.

Section XXII.

Books and Regimental Records.

REGIMENTAL BOOKS—*continued*.

- Men transferred to or from Artillery, Engineers, and Commissariat and Transport Corps.** **17.** The attestations or copies of the record of service of men transferred to, and the receipts for attestations of men transferred from, the Royal Artillery, Royal Engineers, Commissariat and Transport Corps, will be forwarded addressed to the Deputy Adjutant-General of Royal Artillery, Record Office, Woolwich, Deputy Adjutant-General, Royal Engineers, Horse Guards, and Commissary-General, Horse Guards, respectively.
- On transfer to Army Reserve.** **18.** On transfer to the Army Reserve, the copy-attestation (with the record of service completed up to date of transfer) will be forwarded to the officer paying the pensioners of the district in which the man is going to reside.
- On discharge at home.** **19.** On the discharge of a soldier at home, the officer who carries out the discharge will obtain the original attestation from the officer specified in para. 11. The original and copy will be compared, and the original will then be forwarded with the discharge documents. The copy will be sent to the officer (para. 11) from whom the original was obtained, who will retain it in place of the original.
- Discharge abroad.** **20.** On discharge abroad the copy-attestation in the possession of the commanding officer should be duly completed, and should accompany the discharge documents. The discharge documents will be forwarded by the Adjutant-General to the dépôt, where the copy-attestation will be checked with the original, and the latter will be certified by the officer in whose custody it is, and completed to date of discharge. It will then be attached to the discharge documents, and the copy retained at the dépôt for reference.
- On death or desertion.** **21.** When a man becomes non-effective by death or desertion, the attestation and copy-attestation will be retained by the officer in whose custody they are, and will subsequently be disposed of in accordance with the instructions contained in para. 6 of this Section.
- Lance rank.** **22.** All appointments to, or reductions from the ranks of lance-sergeant, lance-corporal, or acting bombardier, also all appointments as drummers and shoeing smiths, and all variations of service affecting pay, will be entered in the soldier's record of service; but such appointments will not be entered while they remain *provisional*. Should, however, a non-commissioned officer die, be discharged, or become non-effective from any cause while holding one of these positions, his rank on becoming non-effective will be shown in closing his record in the following manner:—
 “Died (or discharged) on _____, 188____, while holding the rank of provisional lance-sergeant or provisional lance-corporal.”
- Discharge of lance N.-C. O.'s.** **23.** When a soldier is discharged while holding provisional lance rank as non-commissioned officer, he should be referred to throughout his discharge documents according to his provisional rank.
- Good-conduct pay.** **24.** The dates of grant, forfeiture, and restoration of good-

REGIMENTAL BOOKS—*continued*.

conduct pay are to be recorded in red ink on the record of service on the third page of the attestation as they occur; or in the case of sergeants and corporals, a note will be made of the dates on which their length of service would have entitled them to grant of good-conduct pay had they not been so promoted. When a man is transferred to the Reserve on completion of six years' service, and would on the following day be entitled to a second good-conduct badge, he should be shown in his record of service as actually in possession of that second good-conduct badge. See also Section 19, paragraph 144.

25. An additional column should be added in manuscript to the record of service on the attestations of men of Sections B and C of the 1st Class Army Reserve who have rejoined and are still with the colours; and the service towards good-conduct pay should be recorded therein, instead of in the same column as the service towards pension.

Men rejoined
from Army
Reserve.

26. The following documents should be attached to, and preserved with, the original attestation, viz.:—

Documents
attached to
attestation.

- (a.) Re-engagement paper (Army Form O. 1724).
- (b.) Militia Release (Army Form E. 529).
- (c.) Copy of declaration of change of name.
- (d.) Proceedings of Court of Inquiry on injuries sustained.
- (e.) Attestations of fraudulently enlisted men for corps in which they have not been held to serve.

Declarations on re-engagement are not to be prepared in duplicate, but a certified copy of the original declaration is to be made for the officer commanding the corps in which the man re-engages, and will be permanently attached to the copy-attestation.

Re-engage-
ment papers.

27. Should the attestation at any time become so defaced, or otherwise injured, as to render it useless as an authentic record, a certified copy, completed if necessary from the copy-attestation, may be substituted; in such case the commanding officer will report the fact to the Adjutant-General, and forward at the same time the original attestation. Should the attestation be lost, a certified copy of the copy-attestation is to be forwarded to the Adjutant-General, with a view to authority being obtained for its substitution for the missing attestation. The number and date of the letter authorising the substitution of the copy of the copy-attestation is to be quoted at the top of the first page of the record in each instance.

Attestations
defaced or
lost.

28. When a soldier who was enlisted or re-engaged before the passing of the Army Discipline and Regulation Act, 1879, consents that the provisions of that Act regarding the reckoning of service, forfeiture of service, liability to serve or be detained in the service, and liability to transfer from one corps to another, or to the Reserve, shall be applied to him, his commanding officer will cause an entry to be made in red ink at the top of

Soldiers
enlisted before
passing of
Army Disci-
pline and
Regulation
Act, 1879.

Section XXII.

Books and Regimental Records.

REGIMENTAL BOOKS—*continued.*

the first page of his attestation, at the top of the copy-attestation, and on the first page of his pocket-ledger, showing the date of such consent.

Attestations
of school-
masters and
service at
Royal Military
Asylum.

29. Army schoolmasters who were originally soldiers or enlisted fourth-class schoolmasters, being authorised by Royal Warrant to count the whole of their military service previous to their admission into the normal school at the Royal Military Asylum towards completion of their engagement and pension on discharge, the attestations of these men are to be prepared accordingly. The period passed under instruction at the Royal Military Asylum is not to be reckoned except towards limited engagement. Those men who have been fourth class schoolmasters may be credited towards increase of pay with half their service in that class previous to admission to the normal school. In all attestations of schoolmasters a column is to be added in manuscript for service towards increase of pay.

Comparison of
attestations.

Regiments at
home.

Regiments
abroad.

30. The copy-attestations of re-engaged men serving at Home will be sent yearly early in the month of January, to the officer in charge of the original attestation, who will check the entries on the 3rd and 4th pages of the copy and original attestations, and then, without delay, return the copy attestation with his remarks (if any). A copy of the 3rd and 4th pages of the copy-attestation of re-engaged men serving abroad will be sent yearly, early in the month of January, to the officer in charge of the original attestation, who will check the entries and return it with his remarks as above directed. The latter part of a spare attestation will be torn off, and used for this purpose, and will be available for comparison for the subsequent years during which the soldier remains abroad. A joint certificate from the commanding officer and paymaster of the dépôt, stating that all necessary entries have been properly made, in both documents, during the preceding twelve months, will be inserted in Form 58 (sheet C) of the Pay List (Army Form N. 1488, late W. O. F. 421) next rendered.

Joint certifi-
cate of com-
manding
officer and
paymaster.

Attestations
of Artillery
and Engi-
neers.

31. The copies of attestations in possession of batteries of Royal Artillery, and troops and companies of Royal Engineers, serving at home, will be compared annually with the originals under the orders of the Deputy Adjutant-Generals, Royal Artillery, and Royal Engineers, respectively. The second copy-attestation of men of the Royal Engineers will be similarly compared with the attestations half-yearly, under orders issued by the Deputy Adjutant-General, Royal Engineers.

Continuing
record on re-
engagement.

32. Commanding officers are to cause the records of the services of soldiers who renew their engagement to be closed up to and inclusive of the day preceding that on which such re-engagement takes place. The record is then in like manner to be recommenced as follows :—

“*Re-engaged for the _____ Regt., at _____ for such term as shall complete a total service of twenty-one years,*” and

Books and Regimental Records.**Section XXII.****REGIMENTAL BOOKS—continued.**

so continued in the usual mode until the termination of the re-engagement.

33. If the copy-attestation should be defaced or lost, a fresh copy should be prepared from the original, and certified up to date by the officer in whose custody the original attestation is kept. Defacing or losing copy-attestation.

Casualty-Book.

34. A casualty-book is to be kept at the head-quarters of every Corps and dépôt, in which all changes in the soldier's service are to be inserted daily. A copy of the entries between the first and last days of each month is to be furnished, by commanding officers abroad, with the monthly report, to the officer commanding the dépôt, so that the imprisonments, promotions, reductions, and deprivations by sentence of court-martial, &c., may be regularly recorded in the attestation. In the Royal Artillery, this return is to be rendered by officers commanding batteries through the officer commanding Royal Artillery of the district, one copy to the Deputy Adjutant-General, Royal Artillery, and one copy to the brigade head-quarters. In the Royal Engineers, it is to be forwarded to the Deputy Adjutant-General, Royal Engineers, by whom it will be afterwards transmitted to the paymaster in charge of the attestations. Certified copies of the entries in the casualty-book are also to be furnished monthly from the orderly-room to paymasters of corps in order that the records of soldiers' services, or the copies thereof, may be kept complete by them. Casualty-book.

Letter-Book.

35. The Letter-book is to contain the entry of all official letters written by the commanding officer, or under his direction, on regimental business. It should be kept in two parts, one for the entry of letters to the public departments and one for those to individuals. In batteries of Royal Artillery, and companies of Royal Engineers, a third part should be kept for the entry of matters relating to pay and clothing. It is to contain an alphabetical index, and a separate index for the public departments. It need not be preserved beyond three years after it is completed, care being taken to keep copies of such letters as may be likely to be required for reference. Letter-book

Register of Letters received.

36. A Register-book will be kept according to the following form of all letters received, giving information of the date of each letter, date of its receipt, purport, and how disposed of. Register of letters received.

Date of Letter.	Date of Receipt.	Purport.	How disposed of.

Section XXII.**Books and Regimental Records.****REGIMENTAL BOOKS—continued.****Return Book.**

Return book.

37. Copies of the Monthly and all other Returns transmitted to the military departments, or to the General officers commanding, are to be kept in a guard-book and arranged in order of date. They may be destroyed after the expiration of three years, with the exception of such as the officer commanding may deem proper to retain.

Register of Certificates of Education.

Register of certificates of education.

38. A Register of Certificates of Education (Army Book 13) will be kept in the orderly room, and should contain, in *numerical order*, the number and name of every non-commissioned officer and soldier in the corps. In batteries of Royal Artillery, and troops and companies of Royal Engineers, this register will be kept in alphabetical order. Wherever an army school exists, the necessary entries should be made by the regimental schoolmaster after each award of certificates, and it will be produced in the schoolroom at all school inspections. The column of "Remarks" is intended to show the cause of each man becoming non-effective. The initial letter only of each rank need be used in the column headed "Present rank." On the transfer of a soldier from one corps to another, an extract from the Register of Certificates of Education will accompany the other transfer documents enumerated in Section 19, para. 86. This register will, in the Royal Artillery, be kept by batteries, in the Royal Engineers by troops and companies, and in the Commissariat and Transport Corps, by companies.

Regimental Defaulter-Book.

Regimental defaulter-book.

39. This book is to contain a sheet for every non-commissioned officer and soldier, with his number and name at the head of the sheet, and the following punishments are to be entered therein, viz.:—

- a. Every conviction by court-martial, and every case of desertion or fraudulent enlistment in which trial has been dispensed with by a competent military authority, and every conviction by a court of ordinary criminal jurisdiction, or by a court of summary jurisdiction. But when the sentence by the last-named court is a fine, and the offender has not undergone imprisonment in default of payment, the commanding officer may, if he thinks that a regimental entry of the conviction should not be made, represent the case to the General officer commanding the district, who may order that the regimental entry shall not be made. Convictions by the civil power for offences committed prior to enlistment are not to be entered.

REGIMENTAL BOOKS—*continued.*

- b. Every case of reduction of a non-commissioned officer to a lower grade or to the ranks by special order of the Commander-in-chief for an offence—not for inefficiency.
- c. Every award of imprisonment by the commanding officer.
- d. Every award of deprivation of ordinary pay; forfeiture of the liquor-ration, or its substitute, or of a penny a day in lieu thereof, on board ship, for any period exceeding seven days.
- e. Confinement to barracks, exceeding seven days; but, when awarded for concealment of disease, the entry to be discretionary with the commanding officer. See Section 6.
- f. Every award of punishment on board H. M. ships which is declared by the Regulations of H. M. Troopships to be equivalent to any of the above punishments, or to a regimental entry.
- g. Any punishment awarded by visitors to prisoners in a military prison; by officers commanding garrisons, brigades, or corps (as the case may be), in a provost-prison; and by directors of convict-prisons in a civil gaol.
- h. Every conviction under Section 177, Army Discipline and Regulation Act, 1879., of a man enrolled in the Army Reserve.

40. Crimes of drunkenness are to be entered in black ink, and to bear the same number in the column set apart for that purpose, *in red ink*, as is prefixed to the corresponding act in the troop or company defaulter-book. Entries of drunkenness.

41. The reversion of troop or battery sergeant-majors or colour-sergeants to the rank of sergeant, by award of the commanding officer, are not circumstances of themselves to be recorded in the regimental defaulter-book, but are to be entered in the troop or company defaulter-book. Acting N.C. officers.

42. In order to ensure uniformity and brevity in the entry of offences in defaulter-books the following rules are to be observed:— Mode of recording entries.

- a. In trials by courts-martial the general nature of the charges, not the charges themselves, are to be entered. When there are two or more charges, each charge is to be numbered. The date of the court-martial is to be inserted in the column for "remarks."
- b. In trials for disgraceful conduct, the generic heading is to be given in the "offence" column, with the specific charge added thus:—
 - “Disgraceful conduct—of a cruel kind,” or
 - “Disgraceful conduct—embezzling public money,” or
 - “Disgraceful conduct—malingering,” as the case may be.
- c. In trials for insubordination, the same course is to be pursued; thus “Insubordination—disobedience of orders,”

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Books and Regimental Records.

REGIMENTAL BOOKS—*continued*.

or "Insubordination—striking his superior officer," as the case may be.

- d. Confinement to barracks is to be represented by *C.B.*; imprisonment with hard labour, by *impr. H.L.*; fine for drunkenness, by *Fined* ; penal servitude, by *P.S.*; deprivation of pay, by *Depd. of* days' pay.
- e. Imprisonment, when awarded by a commanding officer, is to be entered in hours, up to seven days inclusive. When the imprisonment exceeds seven days, the award will be in days.
- f. No date is to be entered in the "offence" column, unless two dates are necessarily included in the offence; in that case the column for "date" to show the first, and that for "offence" the second.
- g. In like manner no place is to be mentioned in the "offence" column unless the statement of the offence involves two places, then the "place" column is to give the first, and the "offence" column the second.
- h. "Forfeiture of good-conduct pay," involved by entry, is to be noted under the head of "remarks."
- k. The date of every summary award is to be entered in the column of remarks.
- l. All offences of which men are convicted by court-martial are to be entered in the defaulter-books, whether the sentences are wholly remitted or not; but the sentences as confirmed, together with any remission, mitigation or commutation, are alone to be entered. The date of confirmation of the original sentence is in all cases to be recorded. A note will be made in the column of remarks of any remission, mitigation or commutation, subsequent to confirmation, with the date of the order. When the record of a court-martial is ordered to be removed by proper authority, no entry is to be made of the conviction, and if made, it is to be erased.

Custody and disposal of defaulter-sheets of men whilst serving.

43. A half-sheet, or two pages, is to be allotted to every non-commissioned officer and soldier of the corps; the whole secured together in a guard-book in alphabetical order, but not bound in sheets, so that when a soldier becomes non-effective by death, the record of his misconduct, if any, may be destroyed. If the man be transferred or removed to another corps or to the dépôt it is invariably to be transferred with him [*in blank* if there are no entries].

Deserters' defaulter-sheets.

44. The defaulter-sheets of men who desert are to be retained with the corps for one year from the date of desertion, or until embarkation, should the corps proceed abroad within the year; they are then to be sent to the dépôt, there to be retained until the deserter is apprehended, or until the expiration of the period for which the deserter was originally attested.

Books and Regimental Records.

Section XXII.

REGIMENTAL BOOKS—*continued.*

45. In all cases of men discharged their defaulter-sheets are, after the discharge has been confirmed, to be forwarded, together with the court-martial sheets and certified copies of convictions by the civil power, with the discharge documents.

Defaulter-sheets of men discharged.

46. The morning states and quarter-guard reports (*in original*) dating since the preceding inspection are to be produced to the General officer at the periodical inspection, for comparison with the entries in the regimental defaulter-book. After such comparison the General officer may authorise the states and reports to be destroyed.

Comparing states and guard reports.

Regimental Court-martial Books.

47. A Guard-book is to be kept as a confidential document by the commanding officer of every Corps and dépôt, to contain certified copies of all charges upon which any of the officers therein serving may have been prosecuted before courts-martial, together with the finding, sentence, and confirmation in each case, and minutes of the execution or remission of all or any parts of such sentence. On the appointment, either from half-pay or from another corps, of an officer who has been tried by court-martial, the commanding officer is to make application to the Adjutant-General with a view to his being furnished with the above documents as regards such newly-appointed officer.

Officers' court martial book.

48. The Court-martial book is to contain a sheet (Army Form A 12) for every non-commissioned officer and soldier, with his number and name at the head of the sheet. The charges, findings, sentences, and minutes of confirmation, will in every case be entered in full, and the record verified by the signature of the commanding officer. When a finding or sentence has been altered on revision, or a sentence has been varied by the confirming officer, the finding and sentence as so revised or varied is to be recorded as well as the original finding and sentence. The date of the original sentence is in all cases to be entered. Any remission, mitigation, or commutation of a sentence, whether at the time of confirmation, or subsequently, is likewise to be recorded, together with the name of the officer making the order, and the date of the order.

Regimental Court-martial book.

The original proceedings of every regimental court-martial are to be kept by corps until the next annual inspection by a General officer, and are afterwards to be preserved with the regimental records for three years from the date of trial. In the Royal Artillery the proceedings are to be kept in the Royal Artillery district office, in the Royal Engineers by the Deputy Adjutant-General, Royal Engineers, and in the Commissariat and Transport Corps, at the head-quarters of the corps.

Proceedings to be kept.

49. This book is also to contain certified copies of all convictions by the civil power, which should be annexed to the soldiers' court-martial sheet. When the imprisonment awarded

Convictions by civil power.

Section XXII.**Books and Regimental Records.****REGIMENTAL BOOKS—continued.**

on any such conviction exceeds seven days, the entry is to be recorded in the court-martial sheet, and produced in evidence as a former conviction in the same manner as that of a court-martial. When the imprisonment is seven days and under, the conviction is to be treated only as an ordinary entry in the regimental defaulter-book, with regard to forfeiture of good-conduct pay, &c. Convictions after enlistment of offences committed by a soldier prior to his entry into the service, are not to be entered, or given in evidence against him on a trial by court-martial, but convictions of offences committed in civil life while in a state of desertion, are to be entered, and given in evidence before courts-martial as previous convictions. When soldiers are transferred, or become non-effective from any cause, the sheets of this book are to be dealt with as directed for the regimental defaulter-book.

Convictions of
Army Reserve
men.

50. Every conviction under Section 177, Army Discipline and Regulation Act, 1879, of a man enrolled in the Army Reserve is to be entered in his court-martial sheet.

Courts of
inquiry on
absence with-
out leave, &c.

51. A copy of the declaration of a court of inquiry held to record the illegal absence of a soldier, countersigned by the commanding officer, is to be entered in the regimental court-martial book, and that record, or a copy thereof, purporting to bear the signature of the officer having the custody of the regimental books, will be admissible in evidence of the facts therein stated on the trial of the soldier. The original proceedings are then to be forthwith destroyed. When a corps embarks for foreign service, or leaves a foreign station, copies of such records referring to all men still absent, verified by the officer having custody of the regimental books, are to be left with the depôt at home or the staff officer at the port of embarkation abroad. When a soldier serving abroad deserts, a certified copy of the declaration of the court of inquiry is to be sent to the depôt.

Digest of Services of the Regiment.

Digest of
services of
regiments.

52. An historical account is to be kept in every corps of its services, &c., stating the period and circumstances of the original formation of the corps; the means by which it has, from time to time, been recruited; the stations at which it has been employed, and the period of its arrival at and departure from such stations. In the Royal Artillery, this is to be kept up for each brigade in the district office where the head-quarters is located. This account is to specify the battles, sieges, or other military operations in which the corps has been engaged, and to record any achievement it may have performed. It is to contain the names of all officers killed or wounded by the enemy, and the name of any officer, non-commissioned officer, or private soldier who may have specially distinguished himself in action. The badges and devices which the corps has been permitted

REGIMENTAL BOOKS—*continued*.

to bear, and the causes on account of which such badges and devices, or any other marks of distinction, were granted, are to be stated; also the dates of such permission being granted. Any particular alteration in the clothing, arms, accoutrements, colours, horse-furniture, &c., are to be recorded, and a reference made to the dates of the orders under which such alterations were made. The various alterations which may be made in the establishment of the corps, either by augmentation or reduction, are also to be stated in this book. With a view of ensuring regularity and accuracy, the entries in this book are to be made under the immediate inspection of the commanding officer, and are to be submitted for the sanction of the colonel as opportunities present themselves. A copy of this book is to be kept at the dépôt of every corps serving abroad.

Register of Marriages and Baptisms.

53. The register of marriages and baptisms (Army Book 91) affords to every soldier the most ready means of obtaining for his legitimate offspring any benefit from public institutions which, under the Royal approbation, have, on particular occasions, been formed for the relief of the wives and the children of soldiers. In many cases, civil as well as military, this register may prove the only record in existence.

Advantages of the register.

54. When a soldier's marriage takes place in the United Kingdom, care is to be taken to ascertain that the ceremony is legally performed, and on foreign stations that local regulations relative to marriages are properly regarded. All legal marriages of soldiers, whether with or without leave, are to be entered in this register, which is quite distinct from the "Married Roll."

Marriages to be legally performed.

55. When the marriage is solemnized by an army chaplain he is to certify the marriage with his signature in the regimental register, and to require the witnesses to do the same. When marriages are *not* solemnized by an army chaplain the soldier is to ask, at the time of marriage, for a certificate from the officiating clergyman or registrar. This certificate he is to take to the adjutant of his corps, to be inserted in the register of marriages, according to the form prescribed therein, and the adjutant is to sign his name to every such registry, as giving the contents of the certificate produced.

Certificates of marriages.

56. In all cases of baptism of the children of non-commissioned officers and soldiers, the parties are to bring without delay to the adjutants of their respective corps, for the purpose of being registered, an account of the same, according to the prescribed form.

Baptismal certificates.

57. In cases where a baptismal certificate cannot be obtained from a chaplain to the forces, non-commissioned officers and

Certificates of birth.

Section XXII.

Books and Regimental Records.

REGIMENTAL BOOKS—*continued.*

men will be required to furnish the adjutants of their respective corps with a certificate of the birth of their children, instead of the baptism. This certificate can be obtained from the district registrar, at the time of registration, for the sum of 3d.

Available for
married
officers.

58. Officers who are married, and married officers who have children baptized, while on foreign service, should avail themselves of the regimental register. There are circumstances in which no regular or permanent record of such marriage or baptism would otherwise be found.

Reports at
home stations
to Registrar-
General.

59. Commanding officers of garrisons and military stations throughout Great Britain and Ireland are to report to the registrar of the district in which they are serving, for the information of the Registrar General of England, Scotland, and Ireland respectively, all marriages, births, and deaths which take place amongst the troops under their respective commands, taking special care to furnish the district registrar with the following particulars, or so many thereof as may be known, when he applies for the same:—

In case of Birth.—The time and place of birth; name, if any; name and surname of father; name and maiden name of mother; rank and profession of father.

In case of Death.—The time and place of death; name and surname of deceased person; sex; age; rank and profession; cause of death; registration.

From stations
abroad.

60. The following will be the mode of procedure abroad:—

(a.) Registration of Births.

Register of
births.

I. A register of all births occurring among the families of officers and soldiers of the Land Forces shall be kept by the officer commanding every corps, detached wing, or smaller detachment, as well as by the head of every department of the Army, serving out of the United Kingdom (in Army Book 112), and such officer, or head of a department, shall be responsible for all omissions from, or wrongful insertions in, such register.

Copies of
registers to be
rendered.

II. Certified copies of the registers so kept shall be sent on the 1st January and the 1st July in each year (or for any broken period that may occur previous to a corps or detachment quitting a station), on Army Form A 42, to the General or other Officer Commanding the station out of the United Kingdom, and shall be forwarded by him without delay to the War Office for transmission to the Registrar-General of Births and Deaths in England. When no Births, Deaths, or Marriages have occurred during the half year, or during a broken period, the returns shall be transmitted with the word "Nil" inserted therein.

Registers
filled up.

III. When the original registers are filled up, they shall likewise be forwarded to the War Office for transmission to the Registrar-General. When a corps returns its completed register to the War Office for transmission to the Registrar-General, it

Books and Regimental Records.**Section XXII.****REGIMENTAL BOOKS—continued.**

will be accompanied by any subsidiary register which may have been kept by a detached wing or smaller detachment, whether such subsidiary register be completed or not.

(b.) Marriages.

IV. A register (Army Book 113) of all marriages solemnized out of the United Kingdom among officers and soldiers of the Land Forces and their families shall be kept and dealt with in the same manner as in the case of births. The certified copies will be prepared on Army Form A 43.

Register of marriages.

(c.) Deaths.

V. A register (Army Book 114) of all deaths occurring out of the United Kingdom among officers and soldiers of the Land Forces and their families shall be kept and dealt with in the same manner as in the case of births. The certified copies will be prepared on Army Form A 44.

Register of deaths.

Equitation Register.

61. In this register the officers, men, and horses are to be formed into three classes, according to their degrees of proficiency.

Classifications of officers, men, and horses.

- a. The first class is to consist of such officers, non-commissioned officers, and men as have attained sufficient dexterity and perfection in the equitation exercises to be competent to any duty to which they may be liable.
- b. The second class is to comprise those officers and soldiers who are in an intermediate state of proficiency.
- c. The third class is to include those officers and soldiers who are in the early stages of instruction.
- d. The horses are to be classed in like manner.

62. The classifications are to be made under the direction of the commanding officer, and any alterations are to be determined by him on receiving the weekly reports of the riding master. Dismissals from attendance at the riding drills are to be authorized by the commanding officer only, after personal inspection.

Weekly alterations.

63. In addition to the register to be kept by the riding-master, a class-roll is to be kept in each troop, of the officers, men, and horses belonging to it, and is also to be shown at inspections.

Class-roll.

III.—TROOP, BATTERY, AND COMPANY BOOKS.

64. The troop, battery, or company books are to be kept by the officer commanding each troop or company, and the major of each battery, or, in his absence, by the officer to whom the care and payment of the troop, battery, or company are entrusted.

To be kept by captains.

Section XXII.

Books and Regimental Records.

TROOP, BATTERY, AND COMPANY BOOKS—*continued.**Company Defaulter Book.*Defaulter-
book.

65. The following rules for keeping up the troop, battery, or company defaulter-book are to be observed. The book will be kept in the custody of the officer commanding the troop, battery, or company, or officer acting for him:—

- a.* A leaf will be allotted to every non-commissioned officer and man, as prescribed for the regimental defaulter-book; and all offences of whatever description committed by non-commissioned officers and soldiers, and for which punishment has been awarded, or reprimand or admonition administered, are to be regularly and distinctly recorded therein by the captain or officer commanding, who will affix his initials to each entry in the last column. The date of the award will be entered in the column of remarks.
- b.* Every act of drunkenness committed by a soldier since his enlistment is to be entered in black ink, and numbered in the column set apart for that purpose, consecutively, *in red ink*. Cases of absence, which may be considered equivalent to drunkenness, are not to be so numbered, but, in lieu thereof, the letter D is to be inserted *in red ink*, opposite every case which has been so marked by the commanding officer in awarding punishment.
- c.* The battery defaulter-sheets of Royal Artillery and company-sheets of the Commissariat and Transport Corps will, on a court-martial entry being made therein, contain in the column for remarks the information required to complete columns 5, 6, and 7 of the court-martial sheets (Army Form, A. 12, late W. O. Form 92). All entries in the company defaulter-books will be compared monthly by a Field officer of the regiment with the awards recorded in the Guard Report and Minor Punishment Reports, and with the entries in the regimental court-martial book.

Disposal of on
transfe, &c.

66. When soldiers are transferred or become non-effective, the sheets of this book referring to them are to be dealt with as directed for the regimental defaulter-book, except in the case of discharged men whose troop and company defaulter-sheets will be retained by the corps, and will be subsequently disposed of as directed in para. 44, for the defaulter-sheets of deserters.

*Veterinary Surgeons' Books.*Veterinary
surgeons'
books.

67. Books used by veterinary surgeons are to be kept on the prescribed forms, in accordance with the "Veterinary Regulations."

Books and Regimental Records.**Section XXII.**

TROOP, BATTERY, AND COMPANY BOOKS—continued.*Paymasters' Books.*

68. The paymasters' books will be kept in accordance with the War Office Regulations. A commanding officer is empowered to make an inspection of a paymaster's public account-books at any time he may think fit, but such inspection should take place in the paymaster's office and in his presence, or in the presence of the officer acting for him. **Paymasters' books.**

N.B.—Sections and paragraphs to be quoted, not pages.

APPENDIX N^o. I.

BRIGADE OF GUARDS.

COMMAND, &c.

1. The brigade of Foot Guards is commanded by a major-general, promoted as field officer to that rank, from one of the regiments of Guards.

2. In the absence of the major-general, the senior regimental field officer of the brigade commands.

3. All matters relating to the brigade out of the usual routine, and more especially anything that may in the slightest degree infringe a privilege established by the Sovereign, must be referred without delay to the senior colonel by the major-general, or in his absence by the senior officer of the brigade present.

4. When parts of the brigade meet for drills, reviews, or other purposes, the senior regimental officer in the absence of the major-general will command, except on the Queen's birthday, when the flank companies of the brigade in London, including those in the Tower, meet on the parade, Horse Guards, and will be commanded by the field officer in waiting.

5. The Foot Guards, from time immemorial, when detached by brigade, have always been commanded by officers belonging to the corps, and the custom will continue for the future. Whenever, therefore, two or more battalions are sent abroad, or employed on any particular service at home, they will be commanded by a guards' general. Should there be none on the list of major-generals, or none eligible, a brigadier from the brigade will be appointed.

6. The brigade-major will invariably be an officer of sufficient rank in the Guards. If an officer has passed through the Staff College, the appointment will be offered to him; but if there is none, it will be given to an adjutant of the brigade.

7. Each regiment of Guards, viz.:—the Grenadier Guards, composed of three battalions, and the Coldstream and Scots Fusilier Guards respectively composed of two battalions, is commanded by a colonel.

8. Each battalion is commanded by a lieutenant-colonel, who is always a colonel in the army.

BRIGADE AND REGIMENTAL DUTIES.**Major-General.**

9. All orders to the brigade are issued by or under the authority of the major-general.

10. He is the channel of communication with the authorities at the War Office and Horse Guards upon all subjects, except those enumerated in para. 13.

11. Correspondence upon brigade affairs, and upon regimental matters not mentioned in para. 13, passes through the brigade-major.

Colonels.

12. The colonel commanding regulates the general system and uniformity of the interior economy and discipline of the battalions of his regiment. Questions relating to pay, clothing, and discipline are to be submitted to him for settlement, before an appeal is made to the major-general. All communications to the major-general pass through the colonel. He is to inspect the battalions of his regiment at least twice a year, except at Dublin, or other distant quarter, and be present when the major-general inspects, unless his presence is dispensed with.

13. The finance, the recruiting, the discharges, the clothing, the hospitals, and the appointments, promotions, or exchanges, are conducted by the colonel, who communicates direct with the authorities at the War Office and the Horse Guards upon these subjects.

14. The major-general does not interfere with the details of the above, unless his interference becomes necessary either in consequence of direct reference from higher authority, or of irregularity in their management.

15. Officers commanding regiments may convene District Courts-Martial, but the proceedings of the courts are to be sent to the major-general for confirmation. Applications to try offences by inferior courts, which are cognizable by either general or district courts-martial, are to be made to the major-general.

16. The three colonels are exempted from sitting as presidents of general courts-martial in the brigade; that duty is performed by the seven lieutenant-colonels. (See also para. 35.)

The Field Officer in Waiting.

17. The three colonels commanding regiments, and the seven lieutenant-colonels commanding battalions, act in turn, for a month at a time, as field officer in waiting.

18. The lieutenant-colonels commanding battalions out of London are passed over when it comes to their turn.

BRIGADE AND REGIMENTAL DUTIES—*continued*.

19. The field officer in waiting is attached to the court, and is in communication with the Lord Chamberlain's department both in London and Windsor.

20. The field officer in waiting will attend the Queen on the following occasions :—

When Her Majesty goes in State to open or prorogue Parliament.

When Her Majesty goes in State to the theatres, or to any place of public or private entertainment.

On the above occasions a seat in one of Her Majesty's carriages is usually provided for the field officer in waiting.

At drawing rooms and levées.

At state investitures of Knights of the Garter, and other orders, either in London or Windsor.

On all occasions when a guard of honour is required at the palace.

21. When the Queen attends concerts, &c., not in State, but where there is a guard of honour, the field officer in waiting, not in uniform, will be there to wait upon Her Majesty.

22. The Lord Chamberlain will give information when the above are to take place to the field officer in waiting, who will thereupon prepare the usual order for such guards of honour as may be necessary, and report it to the major-general.

23. When there are exceptional ceremonies, or state processions, they are notified to the adjutant-general, who communicates his orders to the major-general.

24. The field officer will dismiss the guards of honour as soon as the ceremonies are over and the Royal Family have taken their departure, after communication with the Lord Chamberlain or equerry ; reporting the same to the major-general if he is present on duty.

25. When Her Majesty proceeds in State in a carriage, or when any royal state procession takes place, and the field officer rides in attendance, his post is on the right, near the hind wheel of the royal carriage, the officers of the cavalry escort occupying their proper position near the doors of the Royal carriage.

26. At drawing rooms and levées and courts the Field Officer in Waiting, accompanied by the Captain of the Queen's Guard, will have an audience of Her Majesty, to deliver the state of the Brigade and receive the parole of the day.

27. While the drawing room and levée are going on the Field Officer in Waiting will remain with other Officers of State. The Captain returns to his Guard.

28. At State Balls the Field Officer in Waiting attends the Queen, remaining near Her Majesty with the Gold Stick in Waiting.

29. When in attendance at the Court the Field Officer will carry out at once any orders he may receive there that may require immediate attention.

Brigade of Guards.**Appendix No. I.****BRIGADE AND REGIMENTAL DUTIES—continued.**

30. Communications respecting differences in reference to court duties are to be made to the senior colonel, through the major-general.

31. The adjutant in waiting will attend the field officer in waiting on all occasions of State. At drawing rooms and levées he will remain in the entrée room, and on other occasions be ready to take the field officer in waiting's orders to dismiss the guard of honour.

32. The field officer in waiting being on duty for a month, any temporary exchange of duty is to be notified to the brigade-major and captain of the Queen's guard. If the exchange is for a period exceeding three days, it will be notified in brigade orders. The field officer will take precautions that he may be found in the event of his services being suddenly required.

33. The field officer in waiting, being always available, will, in the event of any emergency arising, at once issue any orders that are necessary, and assume the command of the troops called out, until relieved by superior authority.

34. The field officer in waiting will, under the major-general, have general charge of the duties in London, and will conduct the ordinary detail and routine business relating to guards, escorts, &c., &c., and prepare orders thereon. The guard reports will be sent to him; any irregularity upon duty to be reported to the major-general. The routine work of the field officer in brigade waiting will be carried on in the brigade-major's office.

35. The field officer in waiting is exempt from sitting as president of a general court-martial in the brigade.

36. There will be an adjutant, a medical officer, and a quartermaster in waiting every month, furnished by the regiment to which the field officer belongs.

COMPLIMENTS AND PRIVILEGE.**Colours.**

37. The Foot Guards will pay compliments as follows:—

Present and lower colours to the Queen.

To members of the Royal Family.

To Foreign Crowned Heads and members of foreign Royal families.

38. The State Colour carried on the Queen's birthday, or on any other State occasion, will be lowered to Her Majesty only, and will not be carried at the birthday parade, unless Her Majesty is present.

39. The Royal Standard or Colour in the Guards is never to be carried by any guard, except that which mounts upon the person of the Sovereign.

40. When the Sovereign is out of London, the Queen's Guard will mount with the regimental colour, except on Royal birthdays and on days when the Guard is formed into a Guard of Honour.

COMPLIMENTS AND PRIVILEGE—*continued.***Present Arms.**

41. The brigade of Guards will present arms to the representatives of the Queen in the following civil and military capacities :—

To the Lord Lieutenant of Ireland, in Ireland.

To Governor-Generals and Captains-General, and Commanders-in-Chief of colonies, or dependencies, appointed as such, in their respective governments.

Also to the Commander-in-Chief, or General Commanding-in-Chief of the Army.

To the Colonels of the Life and Horse Guards, and to the Colonels of the Foot Guards.

To the General Officer Commanding the Guards; Lieutenant-Colonels Commanding the Household Cavalry; field officers of the Foot Guards; also to acting field officers of Foot Guards, when actually in command of battalions.

To armed corps.*

42. When in garrison or camp, the brigade of Guards will, in addition to the above, present to the general officers with whom and under whom they may be serving.†

43. Compliments to be paid by regiments, guards, or other armed parties meeting in London :—

The Queen's Guard, cavalry, and Queen's Guard, infantry, meeting, will pass on with carried swords, and shouldered arms.

A battalion with colours meeting the Queen's Guard will also pass on. A battalion without colours meeting the Queen's Guard, will open the ranks and present.

44. Detachments of troops, guards, and reliefs, on the march in London, will not halt, and open ranks, and present arms to any one except Her Majesty, but will pass on shouldering arms to the persons entitled to the salute.

45. Guards and detachments proceeding to or from barracks are not to march through the Green Park or St. James's Gardens.

Guards and Sentries.

46. The barrack guard will turn out to the officer in actual command of the battalion, and present arms to him once a day, after which they are to turn out with shouldered arms. The above compliment is to be paid to him irrespective of his Guard's rank.

47. No officers who are not dressed in uniform, except members of the Royal Family, or the Lord-Lieutenant of Ireland, or Governors, or Lieutenant-Governors, within the precincts of

* A regiment of cavalry; a battalion of infantry, with or without colours; a battery of artillery, with its guns; garrison artillery of not less than four batteries; and engineers, of not less than four companies.

† Colonels in temporary command of brigades are not entitled to the present.

COMPLIMENTS AND PRIVILEGE—*continued.*

their governments, are entitled to the compliment of a guard turning out.

48. Officers, non-commissioned officers, and men, whenever they meet or see Her Majesty, will draw up, come to their front, and salute.

49. On guards of honour at St. James's or Buckingham Palace, in the event of the officers of the guard wishing to enter the Palace, one officer is invariably to remain outside with the guard.

50. The officer in command of the Buckingham Palace guard is on no account to be absent from his post when the guard has to turn out on the occasions of Her Majesty or any of the Royal Family leaving or returning to the Palace.

51. Sentries are to pay the compliment due to the rank of an officer according to the above orders whenever they recognise him, the compliment of the shoulder being given to all officers not mentioned in the foregoing paragraphs.

52. Guards and reliefs will always march in single file when on the side pavements of the street.

District or Garrison.

53. Whenever a battalion or brigade of guards is under command of a general of the line in a district, he is not to inspect the books, nor on any account is he to make any alteration in the system established for the guards without the sanction of the senior colonel of the brigade.

54. When forming part of the division of an army, the general commanding it may, if he should have reason to believe it to be necessary, desire the brigadier to produce the books of the regiments in his brigade.

55. Officers of the guards are not to be put on duty with men of the line, nor are officers of the line to be put on duty with, or to command men of the guards.

56. In performing the duties of the garrison or camp, they will be kept distinct as much as possible; but under the immediate command of their own officers, they perform whatever duties are required of them under the orders of the field officer of the day.

57. Whenever the Foot Guards are in garrison, and find the public duties, a field officer of the battalion will be detailed as field officer of the day. Lieutenants and captains of the guards who are brevet-majors will be on the garrison roster as field officers.

58. When the guards are in garrison and parade for trooping the colour, their own brigade-major or the adjutant of the battalion inspects the duties and hands them over to the field officer.

Appendix No. I.

Brigade of Guards.

COMPLIMENTS BY GUARDS.

Queen's Guard.

59. The Queen's Guard at St. James's Palace turns out and presents to Her Majesty only.

60. It turns out with shouldered arms to the major-general and field officer in brigade waiting, *if visited on duty*.

61. The sentries of that guard present arms to the Queen and all members of the Royal Family, and to all armed corps, as above defined. (See para. 41.)

Buckingham Palace Guard.

62. The Buckingham Palace guard turns out and presents to the Queen, to members of the Royal Family, and to all armed parties, as defined above.

63. To the major-general, the field officer in brigade waiting, and Captain of the Queen's Guard, if visited by him on duty, it will turn out with shouldered arms.

Tylt Guard.

64. The Tylt Guard turns out to the Queen; to the Royal Family; to the major-general, and field officer in waiting (in uniform); to the Captain of the Queen's Guard; to all armed parties.

65. To the Queen, Royal Family, and all armed parties commanded by officers; to the major-general and field officer in brigade waiting the guard will present arms.

66. To the captain of the Queen's Guard, when visited on duty, and to armed parties commanded by non-commissioned officers, the guard will shoulder arms.

67. The sentries will pay the same compliments as the guard, and also present to the Colonels of Household Cavalry and Foot Guards; to field officers of the Household Cavalry and Foot Guards; to all armed parties, and to all unarmed parties commanded by field officers. They will shoulder to all other unarmed parties.

68. In the occasional absence of the officers of the Buckingham Palace and Tylt Guards, the sergeants will take the command, turn out the guard, and pay the compliments ordered.

Windsor Castle Guard.

69. The orders for the Buckingham Palace guard apply generally to Windsor Castle guard.

By command of the Queen.

(Signed)

GEORGE,

Senior Colonel, Brigade of Guards,

and

Field Marshal Commanding-in-Chief.

APPENDIX N^o. II.

SYLLABUS

OF

Subjects for the Examination of Officers for Promotion

AND

Instructions for the Guidance of Examining Boards.

I.—SYLLABUS.

(a). REGIMENTAL DUTIES.

The examination in this subject (a) will be vivâ voce and by written questions set by the Board.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Lieutenants before promotion to rank of Captain, and those referred to in Section 4, paragraph 30 (I & II) of these regulations.</i>	1. <i>Discipline.</i>	
	General Instructions	
	Administration of Discipline ..	
	Courts of Inquiry and Boards ..	
	Deserters	
	Disposal of Prisoners	
	2. <i>Duties.</i>	
	Roster of duties	
	Duties, in Garrison and Field ..	
	Honours and Salutes as regards Officers and Non-commissioned Officers, Guards and Sentries.	
	Military Funerals	
	Duties in aid of Civil Power ..	
	3. <i>Interior Economy.</i>	
	Officers	
	Non-commissioned Officers ..	
	Of a Troop, Battery, or Company.	
	System of keeping books and returns	
	System of payment and messing and supply of necessaries ..	
	Transfer and discharge of soldiers	
	4. <i>Miscellaneous.</i>	
	Movement of troops by land or sea	
	Detail of carrying arms, ammunition, and equipment; and in the cavalry, the detail of saddlery, the mode of fitting the saddle and bridle	
	(To be tested practically).	
		The Queen's Regulations and Orders for the Army, with latest published amendments. Army Books and Forms in use, and practical experience.

Appendix No. II.

Syllabus.

(a). Regimental Duties—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Captains, before promotion to the rank of Major.</i>	<p>The same as for a Lieutenant, with the addition of the following :—</p> <ol style="list-style-type: none"> <i>Discipline.</i> Management of Provost Prisons .. <i>Duties.</i> Of Regimental Officers with Corps, under every circumstance, in garrison or field, by land or sea .. Knowledge of all garrison duties .. <i>Interior Economy.</i> Of a Regiment. System of keeping Regimental Books, Records, and Returns, and orderly room work generally. Army Forms in use.. <i>Miscellaneous.</i> Knowledge of method of supplying troops with forage, food, ammunition, and stores, in quarters and field. Instruction for encampments. 	<p>The Queen's Regulations and Orders for the Army, with latest published amendments. Army Books and Forms in use, and practical experience. Regulations and Instructions for encampments.</p>

(b). DRILL.

The examination in this subject will be divided into two parts ; one part will be practical in the field, with vivâ voce questions, the other by written questions set by the Board. The knowledge of each Candidate in drills and exercises is to be tested practically on parade, and, in addition to giving the words of command, the Candidate is to be required, in respect of his own arm of the service, to give the explanation of the exercise or manœuvre about to be performed, to the men on parade, in a clear and audible manner.

The Board will enumerate in their report the manœuvres and exercises performed, and will state clearly their opinion of the Candidate's proficiency ; whether he is a good, bad, or indifferent drill ; whether he is able to impart instruction, and is fully competent to command the body of troops he may be exercising.

In the Garrison Artillery, the Board will satisfy themselves that the officer under examination is fully competent to work, mount and dismount, shift and transport, at least, one gun employed in the defence, and, if available, one other gun in the attack of a fortress.

Syllabus.

Appendix No. II

(b). Drill—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Lieutenants, before promotion to rank of Captain, and those referred to in Section 4, paragraph 30 (I & II) of these Regulations.</i>	CAVALRY.	
	1. <i>Drills.</i>	
	Military equitation	{ Regulations for Cavalry (Introductory Chapter).
	The Instruction of the Soldier on foot	{ Do. Part I.
	The Instruction of the Troop and Squadron mounted	{ Do. Part II.
	The formation and movements of the regiment on parade and in the field	{ Do. Part III.
	2. <i>Exercises.</i>	
	The Carbine, Sword, and Lance Exercises	{ The authorized Books of Instruction.
	Manual and Firing Exercise for the Carbine	
	3. <i>Musketry Instruction.</i>	
	Instruction of the Recruit	{ Musketry Instruction, Part III.
	Preliminary Drill and Practice	{ Do. Parts V. and VI.
	Field firing and dismounted practice with horses	{ Do. Part VI.
	Prizes	{ Do. Parts VII. and VIII.
	Drill and Practice Returns	
	4. <i>Miscellaneous.</i>	
	"Miscellaneous subjects"	{ Regulations for Cavalry, Part IV.
	ARTILLERY.	
	Horse Artillery or Field Batteries.	
	1. <i>Drills.</i>	Manual of Field Artillery Exercises:—
	Equitation	Part III.
	Parade	" V.
	Manœuvres of a Battery	{ Part VIII. §. 4, or Part VII. §. 7.
	Brigade movements	{ Part VIII. §. 5, or Part VII. §. 8.
	2. <i>Exercises.</i>	
	Field Ordnance	{ Part VIII. §. 1, 2, 3, or Part VII. §. 1 to 6.
	3. <i>Instructions, &c.</i>	
	General Instructions	Part IV.
	Preliminary observations	" VI.
	4. <i>Miscellaneous.</i>	
	"Miscellaneous subjects"	" X., § 1, 2, 5, 6.

Appendix No. II.

Syllabus.

(b.) Drill—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Lieutenants before promotion to rank of Captain, and others referred to in Section 4, paragraph 30 (I & II) of these Regulations.</i>	Garrison Batteries.	
	1. <i>Drills.</i>	
	Ordnance for Siege Train	Manual of Siege and Garrison Artillery:— Part III. § 6 and 9.
	Ordnance for Garrison Service	„ IV. § 1, 2, and 4.
	2. <i>Exercises.</i>	
	Shifts, mounting and dismounting siege ordnance	} „ III. § 7 and 8.
	Machines and transporting carriages	
	Moving, mounting and dismounting ordnance	} „ VII.
		} „ VIII. § 1, 2, 3, and 4.
	3. <i>Instructions.</i>	
	Material and appliances	„ V.
	Elementary Instruction	„ VI.
	4. <i>Miscellaneous.</i>	
	Gun sleighs	„ IX.
	Sheers and derricks	„ X.
ENGINEERS AND INFANTRY.		
	1. <i>Drills.</i>	
	Recruit or Squad Drill	Field Exercise, &c., Part I.
	Company Drill	Do. do. Part II.
	Formation and evolutions of a battalion	} Do. do. Part III.
	Advanced and rear guards and outposts	} Do. do. „ VI.
	2. <i>Exercises.</i>	
	Rifle exercise	} Authorized Book of Instruction.
	Infantry sword exercise	
	Shelter trench exercise	
	3. <i>Musketry Instruction.</i>	
	Instruction of the Recruit	{ Musketry Instruction, Part III.
	Preliminary Drill and Practice	
	Prizes	Do. Parts V. and VI.
	Drill and Practice Returns	Do. Parts VII. and VIII.
	4. <i>Miscellaneous.</i>	
	“Miscellaneous subjects”	{ Field Exercises, &c. Part VII.

Syllabus.

Appendix No. II.

(b.) Drill—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Captains, before promotion to the rank of Major.</i>	CAVALRY.	
	1. <i>Drills.</i>	
	The principles and practice of Cavalry drill and manœuvre, in regiments, brigades, and divisions	} Regulations for Cavalry. Regulations for the Brigade and Divisional Movements of Cavalry.
	2. <i>Exercises.</i>	
	(As for Lieutenants.)	
	3. <i>Musketry Instruction.</i>	
	(The whole book.)	
	4. <i>Miscellaneous.</i>	
	(As for Lieutenants.)	
	ARTILLERY.	
	1. <i>Drills.</i>	
	*Formation and movements of a regiment of Cavalry or battalion of Infantry	} Cavalry Regulations, Part III. Field Exercise. Part III.
	(To be tested practically only.)	
	Formation and movements of a brigade of Infantry	} Field Exercise. Part IV.
	(To be tested by written examination only.)	
	2. <i>Exercises.</i>	
	Riding	
	(Officers of garrison batteries only.)	
	In addition to the above, a Captain of Artillery must pass the examination laid down for a Lieutenant in the branch of Artillery in which he is serving, unless he passed the same as a Lieutenant, or passed the Lieutenants' examination before the year 1881.	

* This part of the examination will be permissive only until December, 1882. After that date it will be obligatory.

Appendix No. II.

Syllabus.

(b.) Drill—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended.
<i>Captains, before promotion to the rank of Major—continued.</i>	ENGINEERS AND INFANTRY. 1. <i>Drills.</i> The formations and evolutions of a battalion in battalion, brigade, skirmishing and attack 2. <i>Exercises.</i> Riding 3. <i>Musketry Instruction.</i> (The whole book.) 4. <i>Miscellaneous.</i> (As for Lieutenants.)	Field Exercise, &c. Parts III. and IV.

(c.) MILITARY LAW.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Lieutenants, before promotion to rank of Captain.</i>	History of the Military Code in England Martial contrasted with Military Law .. Rules of Evidence Explanatory Memorandum Commencement Act Annual Act Discipline Articles of War, &c., powers given to make Inquiry as to confession of desertion .. Provost-Marshal General knowledge of the law respecting Enlistment General knowledge of the law respecting Billeting and Impressment of carriages Supplemental provisions as to Courts-Martial Pay Exemption of officers and soldiers .. Legal penalties for trafficking in commissions Jurisdiction Evidence Miscellaneous	} Boughey's Military Law. } } Army Discipline and Regulation Act. } Part I. } Secs. 4 to 55. } } .. 68-69. } } .. 70-71. } } .. 72. } Part II. } Secs. 73-90, 94-98. } } Part III. } Secs. 99-188. } } Part IV. } Secs. 119-126. } } .. 132-136. } } .. 137-140. } } .. 148. } } .. 150-155. } } .. 156-158. } } .. 164-166.

Syllabus.

Appendix No. II.

(c.) Military Law—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
	Persons subject to Military Law .. Definitions Practical use of Indices No. 1, and alphabetical Schedules 1 to 4 Rules of Procedure under Sec. 69 of the Act Form of Proceedings of a General Court-Martial Framing charges The whole of the Army Discipline and Regulation Act.	Part. V. Secs. 168-170, and 174-176; also table at p. 39 of Notes. Secs. 180-181. Queen's Regulations and Explanatory General Orders. Army Discipline and Regulation Act, and Queen's Regulations.
<i>Captains, before promotion to the rank of Major.</i>	The same as for Lieutenants.	

* The use of books of reference will be allowed in the examination under these heads.

(d.) DUTIES IN THE FIELD.

1. FIELD FORTIFICATION.

Rank of Officer to be examined.	Minor Headings.	Books recommended.	
<i>Lieutenants before promotion to the rank of Captain.</i>	1. Scales— Construction and use of plane and comparative scales 2. Instruments— Description and use of the Marquois scale and protractor 3. Field geometry— Laying off angles on ground by tape and pickets 4. Drawing to scale— The trace, section, and profile of works of simple character 5. Drawing (free hand)— Sections to show the construction of hasty intrenchments; also of walls, hedges, &c., converted into breast-works Sections to illustrate the value of command and defilading Sections showing application of obstacles, revetments, &c.	Instruction in Military Engineering, Vol. I., Part I. Sec. 8 Plates	Manual of Elementary Field Engineering 1880. Sec. VI. Plates.

Appendix No. II.

Syllabus.

(d.) DUTIES IN THE FIELD—continued.

1. Field Fortification—continued.

Rank of Officer to be examined.	Minor Headings.	Books recommended.	
<i>Lieutenants, before promo- tion to the rank of Captain— continued.</i>	6. Artillery—		
	Nature of field guns now in service ..	} Sec. 1	} Sec. I.
	Thickness of earth parapets to resist penetration		
	Kinds of fire with reference to hori- zontal and vertical planes		
	Projectiles in use for field guns ..		
	[The knowledge of artillery to be general only—with special refer- ence to the effects produced by artillery fire on field works.]		
	7. Field fortification—		
	Its object, and general principles ..	} Sec. 1 and 9.	} Sec. I & VII.
	Technical terms		
	Penetration of musketry in use ..		
	8. Hasty intrenchments—		
	Shelter trenches and pits	} Sec. 3	} Sec. III.
	Gun and rifle pits, &c.		
	9. Improvised field defences—		
	Defensible hedges and walls	} Sec. 5	} Sec. V.
	Embankments, cuttings, and roads ..		
	Stockades, tambours, &c.		
	10. Obstacles—		
	Surmounting obstacles	Sec. 4	Sec. IV.
	[Fougasses and large inundations to be omitted.]		
	11. Revetments	Sec. 7	Sec. X.
	12. Field works—		
	Trace and profile	} Sec. 9	} Sec. VII & XI.
	Distribution of working parties ..		
	Calculating dimensions (or areas) of earthworks		
	Different kinds of works		
	Their advantages and defects		
	Size of works and garrisons		
	Combinations of field works for mutual support		
	Lines of intrenchments, single and double		
	Lines with intervals and continuous Defilade of field works		
	Bridge heads		
	13. Details of field works—		
	Blindages and splinter-proof ..	} Sec. 10	} Sec. VIII.
	Caponiers, escarp and counterscarp galleries		
	Traverses, entrances, and barriers ..		
	Blockhouses and reduits		
	Embrasures and barbettes		
	14. Defence and attack of houses—		
	General principles	} Sec. 14	} Sec. V.
	Details of defence and attack		
	15. Hasty demolitions—		
	Destruction of bridges, barricades, doors, &c.	} ...	} Sec. XII.
	Destruction of railways, telegraphs, &c.]		

Syllabus.

Appendix No. II.

(d.) DUTIES IN THE FIELD—*continued.*1. Field Fortification—*continued.*

Rank of Officer to be examined.	Minor Headings.	Books recommended.	
<i>Lieutenants, before promotion to the rank of Captain—continued.</i>	16. Bridging— Knotting, and lashing spars	Instruction in Military Engineering, Vol. 1., Part I.	Manual of Elementary Field Engineering 1880.
	Construction of temporary military bridges	Secs. XV, XVI & XVII.
	Passage of rivers by flying bridges, rafts, &c.	Sec. XII.
	Fords	
<i>Captains before promotion to the rank of Major.</i>	The Syllabus prescribed for Lieutenants, with the following additions :— 1. Field works— Principles on which the nature of hasty field works should be determined for the defence and attack of villages, woods, and positions	Secs. 13 and 14.	
	2. Application of field works and obstacles to the defence of villages, woods, bridges, and part or whole of a position	Ditto, and Defence and Attack of Positions, by Colonel Schaw, chaps. 5, 7, 8, 9.	

NOTE.—The practical examination, outdoors, in Field Fortification will embrace the subjects included in Nos. 3, 8, 9, 10, 11, the first three parts of Nos. 12, and 16 ; but the practical construction of military bridges at examination will be limited to the single lock or frame bridge.

2. MILITARY TOPOGRAPHY.

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Lieutenants, before promotion to the rank of Captain.</i>	1. Construction and use of instruments, prismatic compass, protractor (surveying), and clinometer, or combination of the two latter in one. Ordinary magnetic compass. Watkin's Range-finder. 2. Magnetic meridian and variation, measurement of angles and gradients, horizontal equivalents. 3. Principle upon which scale of shade is constructed.	The official Manual on Military Topography (shortly to be published). In the meantime any of the text books now in use by authority.

Appendix No. II.

Syllabus.

(d.) DUTIES IN THE FIELD—*continued.*2. Military Topography—*continued.*

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Lieutenants before promotion to the rank of Captain—continued.</i>	<p>*4. Reading maps and measuring distances thereon.</p> <p>5. Method of copying, increasing and diminishing maps, plans, and models, and making sections through them.</p> <p>6. Principles of field sketching.</p> <p>7. Representation of hill features by contours and stumping.</p> <p>†8. The same by horizontal hachures.</p> <p>9. Method of triangulation, check angle, use of.</p> <p>10. Traversing, by keeping field-book and by plotting down in field.</p> <p>11. Finding a point by interpolation.</p> <p>12. Determination of elevations by clinometer.</p> <p>13. Contouring.</p> <p>14. Eye-sketching, sketching with a prismatic compass and scale, with the aid of a common compass and scale only, and with plane table.</p> <p>15. Reconnaissance of a road and part of a defensive position. Reconnaissance of a river. A tracing from an existing map may be used for the sketch, and corrected where found in error. Reports to follow instructions with latest Staff College forms. "Supplies" in the tabular form may, however, be omitted.</p> <p>16. a. Calculation of contents of hayrick. b. Calculation of grain (oats and wheat in bushels). c. Calculation of velocity of current. d. " distances, roughly, by sound.</p>	The official Manual on Military Topography (shortly to be published). In the meantime any of the text books now in use by authority.
<i>Captains, before promotion to the rank of Major.</i>	<p>As for Lieutenants, and, in addition—</p> <p>Complete reconnaissance of a small position, with full report on its capability for defence. Placing troops upon it in the positions recommended for the three arms respectively.</p> <p>—</p> <p><i>Vide</i> foot-notes to Syllabus for Lieutenants.</p>	

* Every officer should be prepared to report on the country passed over by a line drawn on a good military map, and to detail what he would see if he stood at any spot on the ground marked by a point on the map.

† Not obligatory.

Syllabus.**Appendix No. II.****(d.) DUTIES IN THE FIELD—continued.****3. TACTICS.**

Rank of Officer to be examined.	Minor Headings.	Books recommended, and sources from which information may be obtained.
<i>Lieutenants, before promotion to the rank of Captain.</i>	<ol style="list-style-type: none"> 1. Meaning of "Tactics" as distinguished from "Strategy." 2. General functions of Infantry :— Its characteristics and weapons. Tactical and fighting units. Calculations of time and space occupied in marches and formations. 3. General functions of Cavalry :— Its characteristics and weapons. Tactical unit. Time and space occupied in marches and formations. 4. General functions of Artillery :— Its characteristics and weapons. Tactical unit. Time and space occupied in marches and formations. Projectiles used at various ranges and against different objects. 5. Time and space occupied by the three arms combined in marches and formations. 6. The measures by which armies obtain security and information, whether on the march or at the halt. 7. Advanced-guards—Infantry, Cavalry. Infantry and Cavalry combined, or of all arms. 8. Rear-guards—Infantry, Cavalry; combined, or of all arms. 9. Outposts—Infantry, Cavalry; combined, or of all arms. 10. Reconnaissance of the enemy :— The various methods of effecting it. Infantry patrolling. Cavalry patrolling. 11. Screening and reconnoitring duties of Cavalry in advance of the army. 12. Tactical employment of Infantry in action. The attack. The defence. 13. Tactical employment of Cavalry in action. Cavalry attack. Dis-mounted service of Cavalry. 14. Tactical employment of Artillery in action. The positions and objective of Artillery in attack and in defence. 	Clery's Minor Tactics. Instruction in the Duties of Cavalry Reconnoitring, &c. Field Exercise of Infantry, Parts V. & VI.
<i>Captains, before promotion to the rank of Major.</i>	<p>The course as prescribed for Lieutenants, and, in addition—</p> <ol style="list-style-type: none"> 15. Tactical employment of the three arms, in combination :— In attack. In defence. In pursuit. In retreat. Duties and responsibilities of the commander of a mixed force. 16. Marches. 	The Text Books recommended for Lieutenants, also <i>Precis of Modern Tactics</i> , Colonel Home. The chapters on "Combined Tactics" and "Marches."

(e.) ARTILLERY.

(For Lieutenants of Artillery only).

N.B.—The candidate should be acquainted with all official orders and regulations promulgated subsequently to the latest editions of the text books specified, and also with the general results of important artillery experiments so far as they have been made public.

Minor Headings.	Text Books.					
Guns.						
The various guns in the Service	} Treatise on the construction of Ordnance.					
Their weight, calibre, and rifling						
Principles of construction and manufacture						
Their examination and repair						
Ammunition.						
The various service charges and projectiles	} Notes on Ammunition, Royal Laboratory.					
Fuzes and guages of shells						
Tubes, portfires, quickmatch, etc.						
Rockets						
Examination of ammunition						
Carriages.						
Field carriages	} Treatise on Military Carriages, &c.					
Siege						
Garrison						
Repair of carriages						
Carriages for transporting ordnance						
Gyns, sheers, jacks, &c., for mounting ordnance						
Field Artillery.						
Armament of horse, field and mountain batteries	} Ibid.					
Artillery in the field, including the supply of gun and S.A. ammunition						
Field Artillery fire						
Range-finders						
Hasty entrenchments for field guns						
Hints on the march						
Harness and saddlery						
Forage						
General management of the horse						
Remarks on elephant and bullock draught						
Gatling guns						
Foreign field guns						
Siege Artillery.						
Details of ordnance and carriages for heavy and light siege train units						
Proportion of ammunition for each piece of Ordnance and how carried						
Number of projectiles which can be conveyed in the various wagons and carts of the train						
Ground platforms						

Syllabus.

Appendix No. II.

(c.) ARTILLERY—continued.

Minor Headings.	Text Books.
Garrison Artillery.	
Scale of ammunition for fortresses	Handbook for Field Service.
Instructions for the guidance of the Royal Artillery in charge of magazines or ammunition stores	
Regulations to be observed in making up cartridges, filling shells, &c.	
Nomenclature of Artillery Magazines, &c.	
Initial energy and penetrative power of armour piercing guns.	
Foreign heavy guns	
Principles of Gunnery.	
Terms used in gunnery Chap. I.	Principles of Gunnery by Major Sladen.
Explosion and pressure in the bore of a gun III.	
Solution of easy examples in the calculation of range, time of flight and velocity, by means of the tables.. .. . V.	
Accuracy and probability of fire VIII.	
Gunpowder, Guncotton, &c.	
Constitution and action of explosive substances	Notes on Gunpowder and Guncotton.
Ingredients and properties of gunpowder	
Fired gunpowder	
Manufacture of gunpowder	
Examination and proof of gunpowder	
Constitution, properties, and application of guncotton	
Small Arms.	
Martini-Henry Artillery carbine, its construction, range, and ammunition	Handbook for Field Service.
Arms in use.. .. .	
Storing, examination and repairs	

II.—GENERAL INSTRUCTIONS.

Examination in Subjects (a) and (b).

In conducting the examination in subjects (a) and (b), Boards will observe the following instructions:—

1. The number of written questions will be not less than 40. The questions, if not printed, are to be written on half-margin, and the replies inserted opposite to them in the candidate's handwriting. The Board will correct, in red ink, any replies which are erroneous.

2. To each written question or practical test the Board will allot a numerical value, and they will credit each answer with full or a less

Appendix No. II.

Syllabus.

GENERAL INSTRUCTIONS—continued.

number of marks according to its nature. The report will contain a summary of the examination in the following form:—

	(a)						(b)						Remarks.
	1	2	3	4	Total.	Decimal.	1	2	3	4	Total.	Decimal.	
	Full Credits.						Full Credits.						
	20	40	20	20			40	20	20	20			
					100						100		
Number of marks gained.													
Capt., A. B.	5	25	15	15	60	·6	10	10	10	10	40	·4	Failed in (b).
" C. D.	15	35	15	20	85	·85	35	20	20	15	90	·9	Passed.

The first line of figures corresponds to the heads under which the subjects are divided. The second line of figures gives the sum of the marks allotted to all the questions or tests under each head, which sums will be fixed in each case by the Board. The figures under those opposite the candidates' names record the sum of the marks gained under each head. The decimal marked up to each candidate represents the proportion of marks gained to the total marks allotted under each subject, (a) and (b).

3. Officers will not be reported as qualified unless they have gained one-half of the total number of marks allotted to the questions and practical tests under each subject (a) and (b); that is, unless the decimal gained shall amount to ·5.

4. Very bad writing will be considered sufficient reason to require the re-examination of an officer.

Examination in Subjects (c) (d) and (e).

In conducting the examination of Lieutenants and Captains in subjects (c) to (e), the following instructions will be adhered to by the Board:—

5. The order of examination will be as follows:

Date.	Hours.	Subject.
Tuesday	10 to 10·55	Military Law, 1st Paper (with aid of books).
"	11 to 1	Military Law, 2nd Paper (without books).
"	2 to 5	Tactics.
Wednesday	10 to 1	Military Topography and Reconnaissance (Questions).
"	2 to 5	Fortification, &c. (Questions).
Thursday	10 to 1	* " " Out-door examination.
Friday	* Military Topography and Reconnaissance.
Saturday	Artillery (for Officers of Artillery only)

* Should the weather be unfavourable on these days the out-door examinations fixed for them should take place on the first fine day or days after.

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Appendix No. II.

GENERAL INSTRUCTIONS—*continued.*

6. The Officers while under examination are to be placed at least six feet apart, and no officer is to be examined in any subject except at the time specified above.

7. At least one member of the Board is invariably to be present while the written examination is going on. During the practical part of the examination the presence of the whole Board is necessary.

8. For answering the questions in the 1st Paper on Military Law, officers are permitted to have the use of the Army Discipline and Regulation Act, and Queen's Regulations. Before issuing the 2nd Paper, the Board will require each candidate to hand his books in to them.

9. The Board will attach to their proceedings a certificate that the prescribed order of examination was strictly observed.

10. The Board will record on the face of each field sketch the number of hours spent by the Officer in executing it, and will require such Officer to certify on his sketch that it is his own *bonâ fide* work; that he has received no assistance whatever in the execution of it; and that no part of it was done in any house or building.

11. At the close of the written examination on each subject the Board will see that each Officer's work is folded and docketed as follows:—

Station _____

Examination _____ (for Captain or Major.)

Subject _____

Rank and name of Officer _____

The papers will then be tied together by subjects (those of the Lieutenants being kept separate from those of the Captains) and placed in sealed packets. A tracing or copy of the ground or road selected is to be forwarded with the sketches of the candidates, for the guidance of the examiner.

Standard of Qualification.

The standard of qualification in subjects (c) and (d) and for obtaining a special certificate therein will be as follows:—

For Pass.—4 in each subject [i.e. in (c) and in each of the three subheads of (d),] and .55 in the aggregate. An officer who fails in one or more subjects will be required to pass in all subjects at a future examination, unless the failure is in one subject only and the required aggregate is obtained from the remaining three; in that case re-examination will be required in that one subject only.

For Special Certificate.—5 in each subject, and .65 in the aggregate. An officer who obtains .8 in any subject will be recorded in the certificate as "distinguished" in that subject.

The standards in subject (e) will be .5 for a pass, and .8 for special mention.

APPENDIX N^o. III.

Regimental Districts will be numbered as shewn below, and will be named after the town where their head-quarters are situated.

REGIMENTAL DISTRICTS.

No.	Head-Quarters.	No.	Head-Quarters.
1	Glencorse.	37	Winchester.
2	Guildford.	38	Lichfield.
3	Canterbury.	39	Dorchester.
4	Lancaster.	40	Warrington.
5	Newcastle.	41	Cardiff.
6	Warwick.	42	Perth.
7	Hounslow.	43	Oxford.
8	Warrington.	44	Warley.
9	Yarmouth.	45	Derby.
10	Lincoln.	47	Preston.
11	Exeter.	48	Northampton.
12	Bury St. Edmunds.	49	Reading.
13	Taunton.	50	Maidstone.
14	York.	51	Pontefract.
15	Beverley.	53	Shrewsbury.
16	Bedford.	57	Hounslow.
17	Leicester.	60	Winchester.
18	Clonmel.	62	Devises.
19	Richmond, Yorkshire.	63	Ashton-under-Lyne.
20	Bury.	64	Lichfield.
21	Ayr.	65	Pontefract.
22	Chester.	68	Sunderland.
23	Wrexham.	71	Hamilton.
24	Brecon.	72	Fort George.
25	Berwick-on-Tweed.	75	Aberdeen.
26	Hamilton.	79	Inverness.
27	Omagh.*	83	Belfast.
28	Bristol.	87	Armagh.
29	Worcester.	88	Galway.
30	Burnley.	91	Stirling.
31	Kingston.	94	Winchester.
32	Bodmin.	100	Birr.
33	Halifax.	101	Tralee.
34	Carlisle.	102	Naas.
35	Chichester.		

* Enniskillen temporarily.

APPENDIX N^o. IV.

(APPENDIX B TO G.O. 112 OF 1881.)

[NOTE.—*This Section will take effect in any place from the date on which the Regulation of the Forces Act, 1881, comes into operation in that place.*

This Section will form Section VI. of the Queen's Regulations and Orders for the Army, dated 1st July 1881, with effect from the dates above referred to. Untils uch dates Section VI. of the Queen's Regulations and Orders for the Army, 1873, will continue in force.]

SECTION VI.—DISCIPLINE.

- I.—General Instructions.
- II.—Administration of Discipline.
- III.—Courts of Inquiry, Committees, Boards.
- IV.—Desertion, and Offences against Enlistment.
- V.—Disposal of Prisoners.
- VI.—Provost-Prisons.

I.—GENERAL INSTRUCTIONS.

1. A commanding officer cannot pay too much attention to the prevention of crime, but he must bear in mind that the absence of crime, and not its screened existence, is the criterion of a well-established discipline. For first offences, not of an aggravated character, mild reproof and admonition are to be tried, and punishment is not to be resorted to, until a repetition of the offence shall have shown that the milder treatment has not been productive of the desired effect.

Prevention of
crime.

2. As it is desirable to keep up in all ranks of the army a proper feeling and high sense of honour, by which the correct and willing discharge of duty will be best ensured, officers of every rank should be impressed with the advantage which they individually, their own corps, and the service at large, will derive from the adoption towards the non-commissioned officer and private soldier of a system of command and treatment which shall ensure respect towards superiors.

Treatment of
soldiers.

3. Officers are not only to observe this injunction themselves, but they are to require it to be observed by the non-commissioned officers; and the example of officers will have the effect of checking the use of improper and offensive terms on the part of the non-commissioned officers towards the private soldiers. If acts of intentional neglect or of insubordination should take place, and the means of correction and punishment authorized by the regulations of the service have to be resorted to, these measures will have double effect if not preceded by intemperate language.

Observance of
the rule by
non-commis-
sioned officers.

Appendix No. IV.—Section VI. Discipline.

GENERAL INSTRUCTIONS—*continued.*

Reproving
non-commissioned officers.

4. Officers are to avoid reproving non-commissioned officers for any irregularity, neglect of duty, or awkwardness in the presence or hearing of the privates—unless it shall be necessary for the benefit of example that the reproof be public—lest their authority should be weakened and their self-respect lessened.

Responsibility
of officers in
general.

5. Officers are at all times accountable for the maintenance of good order, and the rules and discipline of the service, and they are to afford in these respects the utmost aid and support to the commanding officer. It is their duty to take notice of, repress, and instantly report, any negligence or impropriety of conduct in non-commissioned officers and private soldiers, whether on duty or off duty, although the offenders may not belong to their particular regiment, troop, battery, or company.

Civility and
courtesy to be
used to all
ranks of
society.

6. A commanding officer should impress upon all under his command, by every means in his power, the propriety of civility and courtesy in their intercourse with all ranks and classes of society, and should particularly caution them to pay proper deference and respect to magistrates and all civil authorities.

Praise or cen-
sure of
superiors for-
bidden.

7. Deliberations or discussions among any class of military men, having the object of conveying praise, censure, or any mark of approbation towards their superiors or any others in Her Majesty's service, are strictly prohibited, as being subversive of discipline, and an assumption of power which belongs to the Sovereign alone, or to those officers to whom the command and discipline of the troops may be entrusted by Royal Authority.

Presents and
testimonials.

8. Every officer will therefore be held responsible who shall allow himself to be complimented by officers, non-commissioned officers, or soldiers, who are serving, or who have served, under his command, by means of presents of plate, swords, &c., or by any collective expression of their opinion. Commanding officers should also prohibit the practice of raising subscriptions for the purpose of presenting testimonials in any shape to superiors on quitting the service, or on being removed from their corps.

Political
meetings.

9. Officers, non-commissioned officers, and private soldiers are forbidden to institute, or take part in, any meetings, demonstrations, or processions for party or political purposes, in barracks, quarters, camp, or elsewhere.

Publishing
military
information.

10. Commanding officers are to use their utmost vigilance to prevent officers and soldiers publishing information relative to the numbers, movements, or operations of troops, or any military details; and any officer or soldier will be held personally responsible for reports of this kind which he may make without special permission, or for placing the information beyond his control so that it finds its way into unauthorized

Discipline.

Appendix No. IV.—Section VI.

GENERAL INSTRUCTIONS—*continued.*

hands. Furthermore, officers and soldiers are forbidden to give publicity to their individual opinions, in any manner tending to prejudge questions that may at the time be undergoing official investigation by the military authorities.

11. Anonymous complaints, and the publication through the medium of the press of anything calculated to act injuriously on the interests of the Service, or to excite discontent in the army, are strictly prohibited. Anonymous complaints.

12. The *definition of commanding officer in the Rules of Procedure, applies to the expression in sections 45, 46, and 47, of the Army Act, 1881; in those sections which relate to the execution of sentences (as sections 59, 64, 65, and 66), and in sections 138, 181 (5), 182, 183, and 184. In other sections of the Act the expression "commanding officer" is not restricted by the definition in the rule, but means an officer in the chain of command which extends from the highest military authority downwards. The commanding officer.

13. The commanding officer of a detachment is vested with the full power of awarding summary punishment accorded to a commanding officer of a corps, but the commanding officer of the regiment if the detachment is serving in the same command, or the officer commanding the garrison or station where the detachment may be, or other superior authority, may, if he thinks fit, having due regard to the rank and experience of the officer commanding the detachment, if below the rank of substantive Major, restrict him from the exercise of any or all of the powers of a commanding officer. It is, however, to be clearly understood that an officer commanding a detachment may, if necessity should arise, act to the full extent of the powers of a commanding officer for the maintenance of discipline notwithstanding any restrictive order, but in such case he will make an immediate report of his action for the information of the superior authority by whom such restrictive order has been made. The commanding officer of a detachment.

14. The commanding officer of a detachment may be restricted from the exercise of his power to convene regimental courts-martial, in the same manner and subject to the same conditions as laid down in para. 13 with respect to the power to award summary punishment. Restriction of summary powers.

15. The general or other officer commanding a district or station may, on the embarkation of troops and on other special Of power to convene regimental courts-martial.

* The expression "commanding officer" as used in the sections of the Army Act, 1881, relating to "*Courts-martial*," to the "*Execution of sentence*," and to the "*Power of commanding officer*," and in the provisions consequential thereon, and in these rules, means in relation to any person the officer whose duty it is under the provisions of Her Majesty's Regulations, or in the absence of any such provisions, under the custom of the service, to deal with a charge against that person of having committed an offence, that is, to dispose of it on his own authority or refer it to a superior authority. Detachments may be associated under one command.

Appendix No. IV.—Section VI. Discipline.

GENERAL INSTRUCTIONS—*continued.*

occasions, associate together two or more detachments for the purposes of discipline, and place them under the command of one officer, and in such cases the powers of the officers commanding the several detachments to award summary punishments and convene regimental courts-martial will, for the time being, remain in abeyance.

II.—ADMINISTRATION OF DISCIPLINE.

Arrest.

Duties of
commander of
guard and
provost-
marshal.

16. Attention is particularly directed to Section 45 (4) of the Army Act, 1881, which makes it the duty of an officer or non-commissioned officer who commits any person into military custody to deliver, at the time of committal, or as soon as practicable, but, under any circumstances, not later than twenty-four hours, thereafter, to the officer, non-commissioned officer or provost-marshal into whose custody the person is committed, an account in writing, signed by himself, of the offence with which the person so committed is charged. If the account in writing, termed the "crime," is not delivered at the time, a verbal report to the same effect is to be made. If the crime is not received within twenty-four hours, the the commander of the guard will either take proper steps for procuring it, or report the circumstance to the officer to whom his guard report is furnished, who, if the crime, or other evidence sufficient to justify the detention, is not forthcoming, will, at the expiration of forty-eight hours from the time of committal, order the release of the prisoner. In order to comply with the provisions of Section 21 of the Army Act, 1881, the name and offence of every prisoner, and the rank and name of the officer or other person by whom he is charged, are to be entered by the commander of the guard in his guard report, and the original crime, or a copy thereof, is to be forwarded to the commanding officer of the prisoner. The above particulars respecting every prisoner received over in custody by the commander of a guard are in like manner to be entered in his guard report.

Detention in
confinement
to be reported.

17. Attention is directed to the Army Act, 1881, and the Rules of Procedure, which require that where the charge against any person (not on active service) is not disposed of summarily, and he remains in military custody more than eight days without a court-martial for his trial being ordered to assemble, the commanding officer shall make a special report of the necessity for further delay by letter to the general or other officer commanding the district, garrison, or station. The commanding officer will furnish a similar report in the same manner weekly until the prisoner is released from custody or a court-martial is assembled for his trial, and the

ADMINISTRATION OF DISCIPLINE (*arrest*)—*continued*.

report is to be made whether the prisoner is a patient in hospital or for whatever cause the case is not proceeded with. On the receipt of every such report the general or other officer in command is to satisfy himself as to the necessity for the continued detention of the prisoner in military custody. Any officer or non-commissioned officer disobeying the above instructions for the confinement and release of prisoners renders himself liable to be proceeded against under the 21st section of the Army Act, 1881, or otherwise under the Act.

18. Military custody in the case of an officer or non-commissioned officer (not under sentence) usually means arrest, but an officer or non-commissioned officer may, if the circumstances require it, be placed for the purpose of military custody under the charge of a guard, picquet, patrol, or sentry, or of a provost-marshal. When attending a court-martial for trial, an officer or non-commissioned officer should be placed under custody of another officer or non-commissioned officer.

Military custody of officer or non-commissioned officer.

19. Arrest is of two kinds, close arrest and open arrest. When arrest is not described as open arrest, it means close arrest. An officer in close arrest is not allowed to leave his quarters or tent. When in open arrest he may take exercise at stated periods within defined limits, which shall usually be the precincts of the regimental barracks or camp. If the climate or the state of the prisoner's health or other circumstances require it, these limits may be enlarged at the discretion of the commanding officer or other superior officer on the spot, and an officer in open arrest may, if necessary, under strict orders as to his conduct, be directed to proceed from one station to another, or permitted to leave his station for a particular purpose.

Arrest of officer.

20. An officer in open arrest is on no account to appear in his own or any other mess premises, or in any place of amusement or public resort, and he is not on any pretext whatsoever to appear within the precincts of the station or garrison dressed otherwise than in uniform. An officer, when in arrest, will not wear sash, sword, or belts with his uniform.

Restrictions

21. As a rule, it is not desirable, excepting where it appears that the arrest has been made through error, that an officer shall be released from arrest by the officer who ordered the arrest without the sanction of the highest authority to whom the case may have been referred.

Release.

22. An officer may, when necessity arises, be placed under arrest by a competent authority on the commission of any offence without previous investigation, but a commanding officer on receiving a complaint, or coming to the knowledge of circumstances tending to incriminate an officer, will not ordinarily place him under arrest until he has satisfied himself by inquiry that it will be necessary to proceed with the case, and report it to superior authority. If he prefers charges against an officer he will invariably place him under arrest. When an officer is placed in

When to be ordered.

Appendix No. IV.—Section VI.

Discipline.

ADMINISTRATION OF DISCIPLINE (*arrest*)—*continued*.

arrest the commanding officer will invariably report the case without unnecessary delay to the general or other officer commanding the district or station, whether the officer shall have been subsequently released from arrest or not.

Officers in arrest cannot demand a court-martial.

23. An officer who has been placed in arrest has no right to demand a court-martial upon himself, or after he shall have been released by proper authority to persist in considering himself under the restraint of such arrest, or to refuse to return to the performance of his duty. An officer who conceives himself to have been wrongfully put in arrest, or otherwise aggrieved, is not without remedy; provision is made for that purpose in the Army Act, 1881, section 42, and he can prefer a complaint in a proper manner through the proper channel.

Arrest of non-commissioned officer.

24. The rules in pars. 19 and 20 of this section which govern the close and open arrest of officers, will apply to non-commissioned officers. A non-commissioned officer charged with the commission of a serious offence will be placed under arrest forthwith, but if the offence is not of a serious nature it may be investigated and disposed of without previous arrest. If on the receipt of a report against a non-commissioned officer there is a doubt as to whether an offence has been committed, the arrest may be delayed until it is decided to proceed against him.

Military custody of private soldier.

25. Military custody in the case of a private soldier (not under sentence) means confinement under charge of a guard, picquet, patrol, or sentry, or of a provost-marshal. The accommodation usually available in permanent barracks for the detention of soldiers confined under charge of a guard is:—

1. *The Prisoners' Room.*—The room attached to a guard-room for the temporary detention of prisoners.
2. *The Guard-Room Cells.*—Those cells which are attached to a guard-room for the temporary detention of prisoners who are required to be kept apart. The keys of prisoners' room and guard-room cells are to be in the charge of the commander of the guard.

A private soldier charged with a serious offence will be confined at the time of the commission or discovery of the offence, but in the case of minor offences, such as absence from tattoo and other roll calls, overstaying a pass, or slight irregularities in quarters, he will not be lodged under charge of the guard, and the investigation of the charge may be held without previous confinement in military custody. A private soldier against whom a charge for a minor offence is pending will not be considered as a prisoner, but will not quit barracks until his case has been disposed of. He will attend all parades, but will not be detailed for duty.

Temporary detention in lock-up, police station, &c.

A soldier in military custody (not under sentence) may be committed, by an order, signed by his commanding officer, in Form L. (*see* para. 181 of this section), for temporary detention, to any prison, police station, lock-up, or other place of confinement in which prisoners may legally be confined, for

ADMINISTRATION OF DISCIPLINE (*arrest*)—*continued*.

any period not exceeding seven days. The necessity for such a course will seldom arise except when in billets or on the line of march.

26. If a private soldier refuses to obey an order distinctly given, or resists the authority of a non-commissioned officer, he is to be confined without altercation, and immediately reported to the officer commanding his troop, battery, or company, or to the adjutant. When a non-commissioned officer has occasion to confine a soldier for any offence, he should invariably obtain the assistance of one or more privates to conduct the offender to the guard-room, and should himself avoid in any way coming in contact with him, except under unavoidable circumstances.

For disobedience of orders.

27. A private soldier in a state of drunkenness is, if possible, to be confined alone, and in the prisoner's room or a guard room cell, until sober, and not in the guard-room itself, where he may often be provoked to an act of violence and insubordination. Soldiers confined for drunkenness may, when necessary, be deprived of their boots, excepting when the weather is cold, and they are likely to suffer in consequence; they are to be visited at least every two hours by a non-commissioned officer of the guard and an escort, in order that their condition may be ascertained. Should any symptoms of serious illness be observed, a medical officer is forthwith to be sent for. Soldiers suspected of being drunk are not to be put through any drill exercise, or otherwise tested, for the purpose of ascertaining their condition. When a soldier is charged with drunkenness, care is to be taken that he is perfectly sober before he is brought before an officer for investigation. For this purpose twenty-four hours should usually be allowed to elapse before the investigation.

For drunkenness.

28. When a soldier makes a confession of desertion or of having committed some offence in relation to enlistment, and the investigation cannot immediately be completed, he need not be made a prisoner pending inquiry. But if at the time of the confession, or subsequently, he is charged with any offence, he may be confined and the investigation and trial may proceed for that offence independently of the confession.

Soldier making confession of desertion, or of an offence against enlistment need not be confined.

29. Prisoners in confinement for trial by court-martial will be allowed the use of bedding up to the time of the promulgation of their sentence or of acquittal. Prisoners in confinement pending inquiry will be allowed the use of bedding if their detention exceeds two days. In severe weather prisoners may be allowed such bedding as may be necessary. Care is to be taken that prisoners detained under charge of a guard are required to take such exercise under supervision of the guard as may be deemed requisite for the preservation of their health.

Bedding and exercise of prisoners.

30. Soldiers whilst under examination or trial are to be deprived of any articles they can make use of as missiles, including, if they remain uncovered, their caps.

Prisoners to be deprived of their caps.

Appendix No. IV.—Section VI.

Discipline.

ADMINISTRATION OF DISCIPLINE (*arrest*)—*continued*.

Offenders
not to bear
arms or do
duty.

31. An offender while in arrest or confinement is not to be required to perform any military duty, other than such duties as may be necessary to relieve him from the charge of any cash, stores, accounts, or office of which he may have charge, or for which he is responsible. If by error, or in case of emergency, he has been ordered to perform any duty, he is not thereby absolved from liability to be proceeded against for his offence. An offender when in arrest or confinement is not to be permitted to bear arms except by order of his commanding officer in case of emergency or on the line of march.

Investigation of Charges.

Rules for in-
vestigation.

32. The investigation of charges will be carried into effect as prescribed in the *Rules of Procedure, 1881. Every officer before whom a charge is investigated, and who does not dispose of it summarily, will be careful to avoid any expression of opinion as to the guilt or innocence of the person charged.

Entry and in-
vestigation of
charges.

33. The charges for offences of non-commissioned officers and private soldiers committed to military custody will be entered in the guard report. The charges for minor offences in respect of which soldiers have not been taken into military custody will be entered in the minor offence report (Army Form B.281). If a non-commissioned officer has been placed under charge of a guard, the entry in the guard report will be made by the commander of the guard. With this exception, all entries against non-commissioned officers in the guard report and minor offence report will be made in the orderly room. All charges against soldiers will be investigated without delay, in the presence of the prisoner. Prisoners should be disposed of daily (Sundays, Good Friday, and Christmas-day excepted), and, when practicable, in the morning before the hour of commanding officer's parade. They will be previously examined by a medical officer with a view to their being admitted to hospital, if not in a fit state to undergo punishment. Charges for minor offences against private soldiers should usually be investigated, and disposed of by officers commanding troops and companies. All charges not so disposed of will be investigated by the commanding officer. The officer commanding the troop or company will attend with the company defaulter book.

Entry of
award.

34. The award of the commanding officer, or his decision in each case, will be entered in the guard report or minor offence report, as the case may be, and signed by him. The award of punishment by officers commanding troops and companies will

* These rules will not be brought generally into operation in any place until the 1st of January, or later if the Regulation of the Forces Act has not on that date come into force in that place; but in points such as this, where the rules of 1881 are specially referred to, the procedure therein laid down may be followed as soon as conveniently may be.

ADMINISTRATION OF DISCIPLINE (*investigation*)—*continued*.

be reported to the commanding officer before the hour for the disposal of prisoners, and together with any remissions or remarks which the commanding officer may find it necessary to make, will be entered in the minor offence report for the day below the cases disposed of by the commanding officer. This report, after being signed by the commanding officer, will be attached to the guard report of the day. If a prisoner in the guard-room is remanded for further inquiry, his case will be brought under review daily until disposed of, and the order for remand will be entered daily in the guard report by the commanding officer.

35. A commanding officer may, without reference to superior authority, dispose summarily of, or try by regimental court-martial, a charge against a soldier for an offence under the following sections of the Army Act, 1881, viz. :—10 (except sub-sec. 1), 11, 15 (excepting absence without leave exceeding 21 days) 19, 24, and 40. He may also if he sees fit refer a charge for any such offence to superior authority with an application for a superior court. A charge for any other offence which the commanding officer desires to proceed with will be referred to superior authority, unless the commanding officer is of opinion that delay is inexpedient, in which case he will dispose of it himself, immediately reporting his action and his reasons for it to the officer to whom he would otherwise have referred the case.

Disposal of offenders by commanding officer.

36. It should be borne in mind that, except when it is important that the guilt or innocence of the accused should be definitely decided, it is undesirable to send a case before a court-martial when it appears doubtful if the evidence will secure a conviction. In such a case the charge should not be proceeded with. A commanding officer is required by the Army Act, 1881 (sec. 46), to dismiss a charge if in his discretion he thinks that it ought not to be proceeded with.

Dismissal of charge.

37. Before proceeding with a case it is the duty of the commanding officer to ascertain that the soldier is liable to be proceeded against having regard to the limitations of time prescribed by the Act; and in referring a case of desertion not on active service or of fraudulent enlistment, he must determine and note for the information of superior authority whether the soldier is liable to trial. For the purposes of exemption from trial under the Army Act, 1881, a soldier is to be considered as having served in an exemplary manner if, at any time during his service since his fraudulent enlistment, he has had no entry in his Regimental Defaulter Sheet for a continuous period of three years.

C. O. to determine liability of prisoner in respect of charge.

38. If, on the investigation of a charge for an offence, sufficient evidence is not forthcoming as to whether the accused has or has not committed the offence, and there is no opportunity of carrying the investigation further at the time, the accused, if the offence charged is serious, may be released from arrest or

Liability to further proceedings.

ADMINISTRATION OF DISCIPLINE (*investigations*)—*continued*.

confinement, and ordered to do duty without prejudice to his re-arrest at a future time when further evidence is forthcoming, and the matter can be further inquired into. If, however, the offence charged is not serious, and there is no probability of sufficient evidence being obtainable within a reasonable time, the prisoner should be released and the case dismissed.

Disclosure of
a further
charge during
investigation
of an offence.

39. If when a soldier is charged with an offence, another offence, the investigation of which cannot be immediately completed or proceeded with, comes to light, the investigation and trial in respect of the original offence may proceed independently, and the charge for the other offence will be dealt with as prescribed in para. 38.

Officer's
character
impugned.

40. Every commissioned officer of Her Majesty's Service whose character or conduct as an officer and gentleman has been publicly impugned, must submit the case within a reasonable time to his commanding officer, or other competent military authority, for investigation.

Summary Punishments.

Summary
punishments
affecting pay.

41. A commanding officer in dealing summarily with a case, may award a private soldier the following punishments, subject to the soldier's right of trial by court-martial, instead of submitting to the award:—

(a.) Imprisonment, with or without hard labour, not exceeding seven days.

In the case of absence without leave exceeding seven days, the imprisonment may be extended to the same number of days as the days of absence, not exceeding twenty-one days in the whole.

(b.) In the case of drunkenness a fine not exceeding ten shillings, according to scale. The award, when prescribed by the scale, is compulsory.

(c.) In the case of absence without leave, not exceeding five days, deprivation of pay for every day of absence.

NOTE.—*If the absence exceeds five days the commanding officer will make no award, as in such case all ordinary pay for every day of absence is, under the provisions of the Royal Warrant, forfeited without award.*

(d.) Any deduction from ordinary pay allowed by sec. 138, sub-sec. 4 or 6 of the Army Act, 1881, to be made by a commanding officer.

(e.) In the Royal Engineers, forfeiture or reduction of the several rates of working pay.

Minor punish-
ments.

A commanding officer may also award the following minor punishments:—

(f.) *Confinement to barracks* for any period not exceeding twenty-eight days, which carries with it punishment drill to the extent of fourteen days, the taking all duties in regular turn, attending parades, and being further liable to be employed on duties of fatigue, at

ADMINISTRATION OF DISCIPLINE (*summary punishments*)—*continued*.

the discretion of the commanding officer. Every award of confinement to barracks for fourteen days and under, is to carry with it punishment drill, which, in the mounted services, is to be “kit drill,” and in the infantry “marching order.”

Confinement to barracks in the case of the Army Hospital Corps will not carry with it punishment drill.

- (g.) *Extra guards* or *piquets*; but these are never to be ordered as a punishment except for minor offences or irregularities when on, or parading for, these duties.

Any of the above punishments (*a. to g.*) may be awarded severally or conjointly, subject to the following provisions:—

- (1.) When imprisonment exceeding seven days is awarded for absence without leave a minor punishment must not be given in addition to the imprisonment *in respect of the offence of absence*.
- (2.) Any award of imprisonment, up to seven days inclusive, will be in hours, exceeding seven days in days. The imprisonment will commence as prescribed by the Rules of Procedure, 1881.
- (3.) When an award includes imprisonment and a minor punishment the latter will take effect at the termination of the imprisonment awarded.
- (4.) A single award of punishment, including imprisonment and confinement to barracks, shall not exceed twenty-eight days.
- (5.) A soldier undergoing imprisonment or confinement to barracks may, for a fresh offence, be awarded further punishment of imprisonment or a minor punishment, or both, to commence as above specified, provided that no soldier shall be imprisoned by summary award for more than seven consecutive days (except for absence without leave), and that the whole extent of consecutive punishment, including imprisonment and confinement to barracks, shall not exceed fifty-six days in the aggregate.
- (6.) Defaulters are not to be required to undergo any portion of their punishment drill or confinement to barracks which may have lapsed by reason of their being in hospital or employed on duty.

Punishments
may be com-
bined.

42. Punishment drill is not to exceed one hour at a time, and is to consist of marching in quick time only and not of instruction drill. In very cold weather the double time may be used for short periods at a time. Under no circumstances is it to exceed four hours altogether in the same day. The punishment drill is carried on in the barrack yard or drill-ground; and when regiments or detachments are in billets, and have not such accommodation, their defaulters are not to be exposed to ridicule by being exercised in the streets, but they are to be marched-out on one of the public roads for the prescribed

Punishment-
drill, how
carried out.

Appendix No. IV.—Section VI.

Discipline.

ADMINISTRATION OF DISCIPLINE (*summary punishments*)—*continued*.

period, under charge of a non-commissioned officer. Punishment drill is not to be carried on after retreat.

Reprimand,
admonition,
and reversion
from acting
appointments.

43. Non-commissioned officers are not to be subjected to summary or minor punishments, but they may be reprimanded, or severely reprimanded by the commanding officer. When an offence committed by a non-commissioned officer is of such a nature as to require admonition only, it should not be entered against him in the defaulter book. Acting, lance, and provisional non-commissioned officers may be ordered by a commanding officer to revert to their permanent grade under the authority of the Army Act, 1881, sec. 183 (c). A private soldier may be admonished, but is not to be reprimanded.

Recording
characters of
soldiers.

44. It is important that uniformity of system should exist in the mode of estimating and recording the characters of soldiers. With this view the following terms only are to be used, viz.,—very good,—good,—fair,—indifferent,—bad,—and very bad. If a soldier's character has recently changed; and in the opinion of the recording officer it cannot be properly described by any of the above terms without qualification, the word "latterly" may be used as a prefix. In estimating character, officers are primarily to ground their opinions on the documentary records; but a man's deportment as a soldier, his cleanliness, and the manner in which he has performed his several duties, should at the same time be considered in his favour.

System of
punishment
not to be
changed.

45. Officers are not to introduce or adopt any system of punishment for minor offences which may be in any respect at variance with these regulations.

Awards by
troop and
company
officers.

46. The commanding officer may, at his option, delegate to officers commanding troops, batteries, or companies, the power of awarding soldiers, for minor offences, minor punishments not exceeding seven days' confinement to barracks. Any award under the delegated authority of the commanding officer shall be subject to any remission the commanding officer may think it desirable to order.

Absence with-
out leave.

47. In dealing summarily with cases of absence without leave, a commanding officer will have regard to the place of the soldier's surrender or apprehension, the circumstances attending his absence, and the period subsequently passed in detention. The absence without leave will be reckoned to terminate when the soldier is taken into custody, and in awarding punishment the commanding officer should make allowance for any unusual delay in the disposal of the case.

Detention in
hospital,

48. As a soldier forfeits the whole of his pay without residue, while in hospital on account of any illness certified by the proper medical officer attending on him to have been caused by an offence committed by him, an officer disposing of any offence in consequence of which the soldier may have been admitted to hospital, in a way that entails an entry in the defaulter's sheet of the offender, shall notify the disposal of the offence to the medical officer concerned, with a view to the latter furnishing

ADMINISTRATION OF DISCIPLINE (*summary punishments*)—*continued*.

the required certificate. This will hold good whether the offence in question is disposed of before the admission of the offender to hospital or after his discharge therefrom.

49. When a non-commissioned officer is convicted of any offence by the civil power, the case is to be reported to the General officer commanding the district, with a view to the consideration of the offender's reduction to the ranks, by special authority of the Commander-in-Chief, should the General officer think it desirable in the interest of discipline to recommend such a course.

Report on conviction of N.C.O. by civil power.

Drunkenness.

50. The offence of drunkenness by private soldiers will be dealt with by commanding officers under the 46th section of the Army Act, 1881. In disposing of cases of drunkenness the general rules here laid down will be observed.

Drunkenness.

51. A private soldier is not to be tried by court-martial for an act of simple drunkenness,—that is to say, an act of drunkenness committed when the soldier was not on duty, and had not been warned for duty, or which is not an aggravated offence of drunkenness within the meaning of sec. 44 of the Army Act, 1881,—unless four instances of drunkenness have been recorded against him in the defaulter book within the twelve months preceding the date of the offence under disposal. But if a soldier is awarded such punishment as gives him a right to be tried instead of submitting to the award, and requires to be tried, he may be tried by any court-martial for an act of drunkenness committed under any circumstances. If the number of previous instances of drunkenness recorded against a soldier within twelve months is between four and eight, it is optional with commanding officers to try the case by court-martial or to dispose of it summarily; and if the number of previous instances amount to eight the offender should, as a rule, be tried, but exception may be made to this rule at the discretion of the commanding officer, if within the twelve months the soldier has been guilty of an act of simple drunkenness (unaccompanied by any other offence) for which he has been tried and convicted by court-martial. The twelve months will be reckoned without any deduction on account of forfeiture of service or absence from duty.

When trial may be ordered.

52. All entries of drunkenness in the defaulter book will be reckoned as instances of drunkenness, whether the offence has been disposed of summarily, or tried before a court-martial.

Previous instances.

53. It will be observed that an entry of absence cannot be reckoned as an instance of drunkenness for the purposes of determining liability to *trial*, but only for the computation of the fine, under par. 56; but since it is essential that soldiers should be prevented from evading the consequences of drunkenness by absenting themselves until they can return sober, commanding officers, in dealing with cases of absence, will decide—from their

Previous instances, marked D.

Appendix No. IV.—Section VI. Discipline.

ADMINISTRATION OF DISCIPLINE (*drunkenness*)—continued.

knowledge of the individual soldier's character, and the attendant circumstances of each case, whether the absence is, or is not, to be considered as having arisen, with this design. If they decide that it has so arisen their decision is to be recorded at the time in the guard report, and entered in the soldier's defaulters sheets with the letter D in the column headed "cases of drunkenness." Convictions by courts-martial for absence without leave, or desertion, are not to be counted as equivalent to acts of drunkenness.

Drunkenness
on duty.

54. Drunkenness on duty includes drunkenness on parade, and drunkenness on the line of march includes drunkenness during the whole period of time between the date of departure and the date of arrival at destination.

Simple
drunkenness,
when not to
be charged.

55. When a private soldier commits the offence of simple drunkenness, in connection with a more serious offence, for which he is sent to trial by court-martial, he should not be charged with the drunkenness before the court-martial, unless he is liable to trial and the commanding officer considers it a case which should be tried; but in order to preserve a record of the drunkenness the commanding officer will in such cases when a charge of drunkenness is not preferred before the court-martial, make an entry of the offence when proved to his satisfaction, either imposing a fine, if the soldier is liable thereto, or making a note in the punishment column, "no punishment; awaiting trial on another charge." If an entry is subsequently made of the court-martial the above entry will be bracketed with it, and will not be considered as a separate entry.

Scale of fines.

56. In computing the amount of fines for drunkenness the following rules will be observed:—

I. For the first and second instances of drunkenness during a soldier's service, no fine.

II. For the third and every subsequent instance:—

- (a.) If within three months of the previous instance, *7s. 6d.*;
- (b.) If over three months, and within six months, *5s.*;
- (c.) If over six months, and within nine months, *2s. 6d.*
- (d.) If over nine months, no fine.

III. Where a soldier is liable to a fine, and four preceding instances of drunkenness have been recorded against him within the previous twelve months, *2s. 6d.* will be added to the fine laid down in Rule II.

IV. An act of absence without leave, marked with the letter D (as described in paragraph 53) will be reckoned as an instance of drunkenness for the purpose of computing the amount of fine for a subsequent instance of drunkenness, but a fine cannot be awarded for an instance of absence without leave.

V. The period during which a soldier is absent from his duty by reason of his imprisonment or absence without leave is not to be reckoned in the period since the last instance in computing the amount of fine.

ADMINISTRATION OF DISCIPLINE (*drunkenness*)—*continued*.

VI. In colonial corps the fines to be levied will be one-half the amounts above specified.

57. In dealing with a case of simple drunkenness unconnected with another offence, confinement to barracks should only be added to a fine, if the aggravated nature of the offence seems to demand it, and imprisonment should never be awarded for an instance of drunkenness not triable by court-martial, except where the amount of unpaid fines for drunkenness recorded against a soldier is 20s. and upwards, in which case a commanding officer should abstain from awarding an additional fine, and should substitute imprisonment or some other punishment which it is in his power to award.

Punishment
for simple
drunkenness.

58. Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source, and no deduction will be made from a soldier's pay on account of a fine, while other legitimate charges remain unsatisfied. Subject to this regulation the daily deduction on account of a fine or fines recorded against a soldier will be limited only by the provision which requires that he shall be paid a residue of one penny a day.

Recovery of
fines.

59. The scale of fines is to be placed in a conspicuous position in every barrack-room (Army Form B. 138). The award of a fine does not entail an entry in the regimental defaulter book.

Notice of
fines.

Courts-martial.

60. The *Rules of Procedure, 1881, contain full instructions respecting the framing of charges, the duties of officers preliminary to trial, the convening of courts-martial, the forms of proceedings, the procedure during trial, and the confirmation and revision of findings and sentences, and it is by the strict observance of these rules, and the temperate and judicious exercise of the powers conferred by the Act that the discipline and character of the army will be maintained.

Rules of
Procedure.

61. Under the Army Act, 1881, the jurisdiction of courts-martial in respect of the trial of different descriptions of offences is unrestricted, and it will be observed that, except where a particular course is prescribed by Her Majesty's Regulations, it is not imperative to try any offence by court-martial. In cases not specially provided for in these regulations, the discretion of officers competent to deal with any charge is left unfettered.

Description
of court to
be convened.

62. The offences for the trial of which it rests within the discretion of a commanding officer to convene a regimental court-martial are specified in para. 35, charges for other offences being, except in cases of emergency, reserved for the orders of superior authority.

Power of
commanding
officer.

* To take effect from the 1st of January 1882, except in places where the Regulation of the Forces Act, 1881, has not come into operation on that day.

Appendix No. IV.—Section VI.

Discipline.

ADMINISTRATION OF DISCIPLINE (*courts-martial*)—*continued*.

Power of
superior
officer.

63. A superior officer to whom a case is referred may deal with it as follows:—

- (a.) He may refer the case to a superior officer, or
- (b.) He may direct the disposal of the case summarily, or by regimental court-martial, or
- (c.) If he has power to convene a district court-martial, he may convene a district court-martial to try it, or
- (d.) If he has power to convene a general court-martial, he may convene either a general or district court-martial to try it.

Power to deal
with grave
offences.

64. An offence punishable with death or penal servitude should not be disposed of summarily, or by a regimental or district court-martial, except under the orders of an officer who has power to convene a general court-martial.

Power in
case of
emergency.

65. When an officer to whom a charge is submitted is of opinion that delay is inexpedient, he may dispose of the case without any reference to higher authority. In such case he must immediately report his action, and his reasons for it, to the officer to whom otherwise he would have referred the case.

Validity of
unauthorised
proceedings.

66 It is to be observed that if a soldier has been tried by an inferior court without the authority herein prescribed, the validity of the proceeding is not affected thereby, and the conviction, if otherwise sustainable, will hold good.

Definition of
superior
officer.

67. The officer referred to above as “a superior officer” is not more clearly defined as his position and rank will depend upon the varying conditions of service at home and abroad. It rests with General officers commanding districts and stations to determine at their discretion to whom charges should be referred which cannot be disposed of regimentally without reference to higher authority; and they may, if they think fit, reserve such cases, either wholly or in part, for their own consideration.

When re-
course should
be had to
superior
courts.

68. In deciding as to the description of court before which a charge for an offence shall be tried, General and other officers in superior command will bear in mind that there are few crimes which cannot effectually be dealt with by district courts-martial, the powers given to which are usually ample for the maintenance of discipline among the non-commissioned officers and privates. The higher tribunal of a general court-martial should therefore not be resorted to, except in aggravated cases of offences, for which the more severe punishment of penal servitude or death can be awarded; but when an offence is so punishable, and in consequence of the state of discipline in a district, garrison, or corps, a serious example is expedient, or the offender bears a bad character, and severe punishment is required, a general court-martial may properly be held.

On the other hand, if the offender bears a good character, or is a young soldier, and has acted presumably in ignorance of the serious obligations of discipline, or if the offence has been committed for the first time, or without premeditation, or under pro-

ADMINISTRATION OF DISCIPLINE (*courts-martial*)—*continued*.

vocation, the lower tribunal of a regimental court-martial may be sufficient to check crime, and bring the offender to a due sense of his fault.

69. Great attention must be paid to the powers conferred by sec. 32 of the Army Act, 1881, for the punishment of bad characters who re-enter the army by concealing the circumstances of their discharge. The heavy penalties attached to these offences have been expressly sanctioned by the legislature for the purpose of keeping such men out of the army, and preventing young soldiers being contaminated by their bad example. In deciding as to the description of court by which the offender is to be tried, General officers will therefore bear in mind the object of the enactment, and the necessity of dealing with such cases by general courts-martial where no extenuating conditions exist; but they will give due consideration to the soldier's conduct since re-enlistment with a view to determining whether he has wholly or in part become entitled to lenient treatment. If it is desired to dispense altogether with trial, the case must be reported to one of the authorities named in sec. 73 of the Army Act, 1881, for his decision.

Trial of bad characters who have re-enlisted.

As the acts detailed in sec. 32 of the Army Act, 1881, have been created offences, partly by the Army Discipline and Regulation Act, 1879, and partly by the Army Act, 1881, care must be taken that any offence charged under this section was an offence at the time of the man's enlistment, that is to say, that the act of enlistment took place after the Act creating the offence had come into force, otherwise the offence should be charged simply as a false answer as described in sec. 33.

70. In the instance of offences against superiors the principle should be acted upon that an offence having relation to the office held by the superior is of greater gravity than an offence against the individual apart from the duties of his office; also that in ordinary circumstances and especially in the more trivial classes of this offence the lower the rank of the superior officer against whom the offence is committed, and consequently, the less the distance by which he is separated from the position or rank of the offender, the less will be the gravity of the offence.

Offences against superiors.

71. The crime of theft from a comrade should, as a general rule, unless there are peculiarly complicated circumstances in connection with the case, be dealt with by court-martial in preference to being tried by the civil power.

Crime of theft.

72. When an officer of the rank of captain is not available as president of a district court-martial, the power of convening the court should not be exercised except in case of necessity, and when the case cannot conveniently be referred to an officer holding a superior command.

District court-martial.

73. The proper authority to convene a regimental court-martial is the commanding officer of the person charged, and although an officer who is authorised to convene a general or a district court-

Regimental court-martial.

Appendix No. IV.—Section VI. Discipline.

ADMINISTRATION OF DISCIPLINE (*courts-martial*)—continued.

martial, or an officer in command of a mixed force has power to convene a regimental court-martial, he should, when he orders a case to be disposed of by regimental court-martial, direct the commanding officer to convene the court instead of convening it himself, unless the commanding officer is unable to form an adequate court from the officers under his command.

Offence of
N. C. O.
quitting his
post.

74. A charge against a non-commissioned officer absenting himself from his post without authority when on gate-duty, or other similar duty, should be charged under Section 6 (2) of the Army Act, 1881.

Offences of
stableman and
stable sentry.

75. In framing charges for offences of soldiers employed in taking care of horses and stables, it will be borne in mind that the sections of the Act referring to sentries are not to be applied to "stablemen," which expression applies only when the orders regarding the posting and relief of sentries are not strictly carried out; but when a soldier of a stable guard or picquet is posted over horses or otherwise as a sentry, and is regularly relieved as such, he is to be regarded while on his post in every respect as a sentry, notwithstanding that he may have been posted without arms.

Examination
of charges.

76. All charges preferred against an officer or soldier, and the circumstances on which they are founded, are to be carefully examined by the officer under whose authority the order for trial is issued, and the evidence should be in his opinion sufficiently conclusive to justify the arraignment of the accused before a court-martial. The officer ordering trial should be careful to avoid any expression of opinion as to the guilt or innocence of the prisoner.

In trials by
court-martial
minor offences
may be
dropped.

77. When a soldier is to be arraigned on a serious charge, and charges for minor offences are pending against him, or the circumstances of the serious offence disclose minor offences, the convening officer may use his discretion in striking out any minor offence, and directing that it shall not be proceeded with. Special provision is made for the case of simple drunkenness in para. 55. As a rule a charge should not be brought to trial as an addition to a serious charge, if it would not otherwise have been tried by court-martial.

Charges to
be determined
on the spot.

78. General and other officers commanding on foreign stations are not to send home officers or soldiers with charges for offences pending against them, except in cases of the most urgent and unavoidable necessity, as it is essential for the due administration of justice that when charges are preferred they should be thoroughly investigated and determined on the spot without unnecessary delay.

Removal of
prisoners for
trial.

79. If, in the opinion of a General officer commanding a district or station, a court-martial would more conveniently be held at a place other than that where the prisoner is serving, he may cause the court to be convened at any place within his command. If a change is desired to any other place, application will

ADMINISTRATION OF DISCIPLINE (*courts-martial*)—*continued*.

be made to head-quarters, accompanied by an explanation of reasons for desiring the change. A saving of expense owing to transit of witnesses or members of the court would be a sufficient reason, but no change of place is to be made where it would appear that the prisoner is likely to be prejudiced in his defence by the change. When the case is tried in another command, the court will be convened under the orders and on the responsibility of the General officer to whose command the prisoner is removed.

80. When an officer or soldier is required as a witness before a court-martial, and is not serving in the district in which the court is to be held, application is to be made to the General officer commanding the district in which the witness is serving, for the attendance of such soldier, naming the probable day of the assembly of the court. In the case of a witness being required in the United Kingdom from the Royal Navy or Royal Marines, application should be made to the Adjutant-General who will communicate with the Admiralty on the subject.

Military witnesses from distant stations.

81. The duties devolving upon members of courts-martial are of the most grave and important nature, and in order to discharge them with justice and propriety, it is incumbent upon all officers to apply themselves diligently to the acquirement of a competent knowledge of military law, and the practice of courts-martial.

Duties devolving on members.

82. With this object in view, officers will be required on their entrance into the army to attend for instruction the proceedings of all regimental courts-martial, and such general and district courts-martial as the officer commanding at the station may direct, for at least six months from the date of their joining; and they are not to be nominated members of courts-martial, even if legally qualified to sit, until their commanding officer shall deem them perfectly competent to perform so important a duty.

Officers on joining to attend trials.

83. No officer should be appointed as prosecutor to a court-martial who is not fully competent to conduct the proceedings, and in difficult cases the convening officer will select an officer specially qualified to perform this duty. If no such officer is available in his command he should apply as soon as possible to superior authority for the services of one.

Appointment of prosecutor.

84. It is the duty of a prosecutor to bring all the facts of a case fully before a court in evidence, and to take care, especially when the prisoner is not assisted in his defence, that no material fact in connection with the offence charged is omitted which would, if given in evidence, tell in favour of the prisoner. Drunkenness is no excuse for the commission of a crime, but if the charges against a soldier do not allege drunkenness, and he was drunk at the time he committed an offence charged, the prosecutor should bring out this fact in evidence.

Duties of prosecutor.

85. The minimum number of officers required to form the several descriptions of courts-martial in various circumstances, and their rank and qualifications, are prescribed by the Army

Number of members to be detailed.

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Discipline.

ADMINISTRATION OF DISCIPLINE (*courts-martial*)—*continued*.

Act, 1881. In the case of a general court-martial, where a trial is likely to be prolonged, it will usually be found expedient to form the court of a larger number than the legal minimum, and two or four additional members should be detailed according to circumstances. Waiting members should also be detailed to meet the case of reduction by challenge. For district and regimental courts-martial the legal minimum will ordinarily be sufficient; but if necessary a larger number may be detailed, and waiting members provided.

Prescribed
form of order
to be used.

86. Where the composition of a court-martial differs from the normal rule, in respect either of the description or of the rank of the officers ordered to form the court, or on account of the suspension of the operation of a rule, care must be taken to adhere strictly to the prescribed form of the order convening the court, on the correct wording of which the legality of the trial may greatly depend.

Rank of
members.

87. In addition to the restrictions in the rank of officers appointed to serve on courts-martial prescribed by the Army Act, 1881, and the Rules of Procedure, the following rules will be observed:—

- (a) Whenever a general officer or a colonel is available to sit as president of a general court-martial, an officer of inferior rank is not to be appointed.
- (b) When the commanding officer of a corps is to be tried, as many members as possible are to be officers who have held or are holding commands equivalent to that held by the prisoner.

Hours of
sitting to be
regulated.

88. The hours during which courts-martial are ordinarily to sit at the various stations beyond the seas will be regulated by general officers commanding. In the United Kingdom a court may be assembled at any convenient hour between the legal limits, but courts will usually be held between 10 a.m. and 4 p.m., or 11 a.m. and 5 p.m. A court-martial should not ordinarily be required to sit for more than six, or at the most eight, hours during one day.

Prisoners not
to be tried if
medically
unfit.

89. Prisoners ordered for trial are to be examined by a medical officer on the morning of each day the court is ordered to sit, and commanding officers will be held responsible that no prisoner is brought before a court-martial if in the opinion of the medical officer he is unfit to undergo his trial.

Position of
prisoners
during trial.

90. Prisoners brought before a court-martial will be attended by an officer or non-commissioned officer having them in custody, or by an escort. The officer or non-commissioned officer in charge will be responsible for their safe conduct, but will obey the directions of the court while the prisoner is in court. Prisoners will not be handcuffed, unless it is absolutely necessary for the purpose of preventing their escape or rescue, or of restraining their violent conduct.

Discipline.

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ADMINISTRATION OF DISCIPLINE (*courts-martial*)—*continued*.

91. When an original document is furnished to the prosecutor to be produced in evidence before a court-martial, it will rarely be indispensable to annex the original to the proceedings. When the original is required for record, a certified copy should be made and produced to the court, together with the original, and the latter, when done with, will be returned to the proper custodian of it.

Certified copies of original documents to be annexed to proceedings.

92. A court-martial in passing sentence will have regard primarily to the nature and degree of the offence and the previous character of the prisoner as proved in evidence, and all convictions for offences committed by a soldier, whether by courts-martial or civil courts since his first enlistment, including any time passed in a state of desertion, may be given in evidence against him. The court will further consider if any circumstances have been disclosed by the evidence in extenuation or aggravation of the offence. In awarding imprisonment they will keep in view the locality and climate in which the prisoner has to suffer. In ordinary circumstances and for a first offence a sentence should be light, and it should be remembered that, except with hardened offenders, short sentences are likely to be as effective as long ones. Sentences must vary according to the requirements of discipline, and no precise rule can be laid down; but for the lesser class of offences usually tried by district courts-martial it may be taken as a guide that in case of a first conviction by court-martial a sentence of imprisonment should rarely exceed three months.

Sentences of courts-martial.

93. When a soldier has been tried by court-martial for theft and found guilty, the Army Act, 1881, sec. 75, provides for the restitution of the stolen property in certain cases. If the prisoner has been sentenced to be placed under stoppages in respect of the property stolen, and any sum of money which may have been found upon him has been appropriated to the above use, the prisoner should be placed under stoppages for the balance only of the stoppage awarded by the court. In cases where the theft has been coupled with desertion a reference is to be made for the decision of the Secretary of State for War.

Order as to stolen money.

94. Whenever for special reasons it is considered improper that a person under trial should be sent to the United Kingdom for punishment, it is desirable that the attention of the court should, if necessary, before sentence is passed, be drawn to sec. 131 (2) of the Army Act, 1881. Confirming Officers will also observe their powers in this respect. Particular attention must also be paid by General Officers to the declaration of the Secretary of State, published in Army Circulars of 1881. When a sentence of imprisonment exceeding twelve months is passed on a person not included in the declaration of the Secretary of State, care is to be taken that before such sentence is inflicted out of the United Kingdom the necessary order has

Special provisions respecting sentences of imprisonment abroad.

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Discipline.

ADMINISTRATION OF DISCIPLINE (*courts-martial*)—*continued*.

been made by the court which tried the prisoner. Such an order, if omitted in the original sentence, may be made on revision, excepting where with respect to such persons, imprisonment in a local gaol can be regarded as an aggravation of sentence.

Confirming
officer to
regulate
punishment.

95. It is the province of a confirming officer by a proper exercise of his powers of commutation or mitigation, where necessary, to regulate the amount of punishment awarded by courts-martial in his command, and to take care that no sentence is greater than the interests of discipline and the merits of the particular case require, and that the findings and sentences are legal.

Remarks and
promulgation.

96. A confirming officer will record such remarks as may seem to him fit on any matter connected with the trial, and may direct his observations to be promulgated, either with the proceedings, or as he may think most desirable.

Remarks in
cases of
acquittal.

97. When, however, a confirming officer finds it necessary to comment on the inadequacy of a sentence, his remarks are not to form part of the minute of confirmation, or to be attached to the proceedings, but either will be communicated in a separate minute to the members of the court, or, in exceptional cases, where in the interests of discipline a more public instruction is required, will be made known by publication in the orders of the command. If an officer who would have confirmed the finding and sentence of a court if the trial had resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the prisoner has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority. In the case of a regimental court-martial the report will be made to the General officer commanding the district or station, who will give such orders as may be necessary; in the case of a general or district court-martial, the matter will be referred to the Adjutant-General for the consideration of the Commander-in-Chief, or in India to the Commander-in-Chief in India or of a presidency.

Effect of
illegality and
irregularity
in proceedings
of courts-
martial.

98. If it appears to a confirming officer that the proceedings of a court-martial are illegal, and he has not confirmed the finding and sentence, he will withhold his confirmation; and if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt on the subject he may refer the case for the opinion of superior authority. If the proceedings can be legally sustained, but an irregularity has occurred, the conviction may be allowed to take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the prisoner. The same rule will apply when the proceedings of a court-martial, after confirmation has been given, come under review of any other authority competent to deal with the case. Except as above provided, when a soldier has been tried and sentenced by court-martial,

ADMINISTRATION OF DISCIPLINE (*courts-martial*)—*continued*.

and his sentence has been wholly remitted, the remission does not include any penalty consequential on the conviction, such as forfeiture of service, good conduct pay, &c.

99. The proceedings of a general court-martial are to be transmitted by the Judge Advocate, if the trial was held in the United Kingdom, to the Judge Advocate General; and if held elsewhere to the General or other officer having power to confirm the findings and sentences of general courts-martial, who if from any cause he has no power to confirm the finding and sentence of that particular court-martial, will forward the same to the Judge Advocate General in London for confirmation by Her Majesty.

Transmission of general courts-martial for confirmation.

100. The proceedings of courts-martial will be promulgated in such manner as may be deemed desirable according to the circumstances of the case; but the promulgation is always, when practicable, to include communication of the charge, finding, sentence, and confirmation to the prisoner. The date of promulgation of all courts-martial not submitted for confirmation by Her Majesty should be recorded on the proceedings, and the date of promulgation of findings and sentences so confirmed is to be reported to head-quarters.

Promulgation of courts-martial.

101. All proceedings of courts-martial transmitted, whether before or after promulgation, are to be accompanied by a covering letter specifying the nature of the contents.

Covering letters.

102. The proceedings of a district court-martial when promulgated, will be returned to the Assistant Adjutant-General of the district (or staff officer of the station), who will make any necessary communication respecting them to the President and Judge Advocate (if any) for their information. The General officer commanding will then transmit them to the Judge Advocate General without delay. The proceedings of general courts-martial confirmed abroad will likewise be transmitted to the Judge Advocate-General as soon as possible after promulgation. The proceedings of a regimental court-martial on any soldier, after the requisite entry has been made in the regimental books, are to be forwarded to the regimental dépôt, there to be preserved for the time required by law.

Disposal of proceedings after promulgation.

103. If when the court-martial returns are forwarded to head-quarters the proceedings of any district court-martial included in them have not been forwarded to the Judge Advocate General, a report of the cause of delay is to be annexed, and a note of the non-transmission recorded in the margin of the return. If the proceedings have not been forwarded when the court-martial returns of the following month are transmitted a special report of the cause of delay is to be made for the information of the Commander-in-Chief.

Delay in transmission to be reported.

104. The liability to general service to which a soldier may be subjected under sec. 83 (7) of the Army Act, 1881, will be ordered only by one of the authorities named in sec. 73 of the

Liability to general service.

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ADMINISTRATION OF DISCIPLINE (*courts-martial*)—*continued*.

been made by the court which tried the prisoner. Such an order, if omitted in the original sentence, may be made on revision, excepting where with respect to such persons, imprisonment in a local gaol can be regarded as an aggravation of sentence.

Confirming
officer to
regulate
punishment.

95. It is the province of a confirming officer by a proper exercise of his powers of commutation or mitigation, where necessary, to regulate the amount of punishment awarded by courts-martial in his command, and to take care that no sentence is greater than the interests of discipline and the merits of the particular case require, and that the findings and sentences are legal.

Remarks and
promulgation.

96. A confirming officer will record such remarks as may seem to him fit on any matter connected with the trial, and may direct his observations to be promulgated, either with the proceedings, or as he may think most desirable.

Remarks in
cases of
acquittal.

97. When, however, a confirming officer finds it necessary to comment on the inadequacy of a sentence, his remarks are not to form part of the minute of confirmation, or to be attached to the proceedings, but either will be communicated in a separate minute to the members of the court, or, in exceptional cases, where in the interests of discipline a more public instruction is required, will be made known by publication in the orders of the command. If an officer who would have confirmed the finding and sentence of a court if the trial had resulted in a conviction, thinks it necessary to remark upon the proceedings in a case where the prisoner has been acquitted, he will not annex his observations to the proceedings, but will embody them in a letter for the information of superior authority. In the case of a regimental court-martial the report will be made to the General officer commanding the district or station, who will give such orders as may be necessary; in the case of a general or district court-martial, the matter will be referred to the Adjutant-General for the consideration of the Commander-in-Chief, or in India to the Commander-in-Chief in India or of a presidency.

Effect of
illegality and
irregularity
in proceedings
of courts-
martial.

98. If it appears to a confirming officer that the proceedings of a court-martial are illegal, and he has not confirmed the finding and sentence, he will withhold his confirmation; and if he has confirmed the finding and sentence, he will direct the record of the conviction to be removed, and the soldier to be relieved from all consequences of his trial. If he is in doubt on the subject he may refer the case for the opinion of superior authority. If the proceedings can be legally sustained, but an irregularity has occurred, the conviction may be allowed to take effect, but the confirming officer will consider what reduction of the sentence (if any) is due to the prisoner. The same rule will apply when the proceedings of a court-martial, after confirmation has been given, come under review of any other authority competent to deal with the case. Except as above provided, when a soldier has been tried and sentenced by court-martial,

COURTS OF INQUIRY, COMMITTEES, AND BOARDS—*continued.*

detailed as a member, but should be directed to attend at the inquiry to furnish a report in writing, or to give evidence in person as a witness if required to do so by the president.

112. A Court of Inquiry under section 72 of the Army Act, 1881, for the purpose of determining the illegal absence of a soldier, will be held in all cases at the expiration of twenty-one days from the date of absence, or as soon thereafter as practicable, unless the soldier, although still illegally absent, has been taken into custody. Before declaring the deficiency of any arms, &c., the court shall satisfy itself by evidence that the absentee was within a reasonable period of the date of absenting himself in possession of the articles they declare to be deficient. A Court of Inquiry is not to be held on a man of the Army Reserve, unless he was subject to Military Law, as described in Section 176 (5) of the Act at the time of the commission of his offence.

Court of inquiry to determine illegal absence.

113. In every case of a soldier, whether on or off duty, becoming maimed, mutilated, or injured, except by wounds received in action, a Court of Inquiry will be assembled to investigate the circumstances. The court will not give any opinion, but the soldier's commanding officer will form and record his opinion on the evidence. The proceedings will be sent to the General officer commanding for confirmation, and will then be attached to the man's record of service.

Court of Inquiry to investigate cause of injuries.

114. A Court of Inquiry is to be held on every returned prisoner of war, to investigate the circumstances under which he was taken prisoner. (*See also* Sec 4, para 21).

Court of inquiry on prisoners of war.

115. Committees and Boards differ only from Courts of Inquiry in so far that the objects for which they are assembled should not involve any point of discipline. They will follow, as far as may be convenient, the rules for Courts of Inquiry, but are in no way bound by them.

Committees and Boards.

116. All proceedings of Courts of Inquiry, Committees, and Boards, for which special printed forms are not provided, are to be written on Army Form A. 2.

Form of proceedings.

IV.—DESSERTION AND OFFENCES AGAINST ENLISTMENT.

117. With a view to the detection and apprehension of deserters, and absentees without leave, commanding officers at home and abroad are to transmit to the Editor of the "Police Gazette," Police Court, Bow Street, London, W.C., a descriptive report of every deserter or absentee without leave, on Army Form B 124, giving particulars of the man's height, age, &c., *at the time of his absenting himself*, and the fullest information possible, in order that the same may be inserted in the "Police Gazette," which paper is sent to the head-quarters of every regiment and dépôt at home, free of expense. When there is good ground for supposing an absentee to have

Descriptive reports of deserters.

Appendix No. IV.—Section VI. Discipline.

DESERTION, ETC.—continued.

deserted, the report should be rendered within 24 hours after his absence has been discovered; but in no case should it be delayed beyond five days. Up to 21 days the man should not be returned as a deserter, unless there is ground for supposing that he has deserted. After 21 days, all absentees without leave should, pending investigation, be considered as deserters. In the case of recruits who absent themselves *en route* to join, a note should be made of this fact on the report. The reports transmitted to the Editor of the "Police Gazette" should be franked by the commanding or other officer, in the left-hand corner of the address, in order that they may be delivered free.

Duplicate
reports.

118. A duplicate of the report is also to be transmitted to the police of the locality in which the offence has taken place, and to the churchwardens of the parish to which the deserter or absentee without leave belongs; and in order further to facilitate the apprehension of deserters and absentees without leave, similar reports should be sent to the police of the place to which it is supposed the man may have proceeded, and elsewhere, as commanding officers may consider it desirable.

Disposal of
persons not
serving as
soldiers
committed as
deserters.

119. When a person not serving as a soldier is apprehended on suspicion of being a deserter from the Army—in pursuance either of information laid against him, or of his own confession—he is to be proceeded against in accordance with the provisions of the 154th Section of the Army Act, 1881. If, however, a deserter surrenders himself to any portion of his own corps, and evidence as to identification is immediately available, he may be at once taken into military custody, and the commanding officer is forthwith to report such surrender to the Adjutant-General, or at foreign stations to the General officer commanding, and to proceed against the man according to the degree of his offence. If a man in the uniform of a soldier of the regular forces surrenders himself at a military station as a deserter or absentee without leave from his corps, and there is ground for supposing that his confession is true, he may, if the officer in command thinks proper, be detained in military custody pending inquiry as to the truth or falsehood of his confessions, a written confession being obtained from the man. If the confession is true, he will be removed under an escort to be dispatched by his corps, or, if an absentee without leave, he may, on the authority of the commanding officer of his corps, be provided with a warrant and dispatched to his corps without escort. If the confession is false, he may be proceeded against before the civil power under Section 152 of the Army Act 1881. If there is not ground for supposing that a person so surrendering himself is a deserter or absentee without leave, he will be at once handed over to the civil power. In no other cases other than those mentioned in this paragraph, is a person not serving as a soldier to be taken into military custody, except for the purpose of being brought forthwith before a

DESERTION, ETC.—*continued.*

court of summary jurisdiction, until he has been duly committed by a magistrate and delivered into military custody.

120. In reporting upon the case of a person committed by the civil power as a deserter from a regiment, the commanding officer will furnish replies to the following questions:—Does the man appear to be illegally absent? Do you consider a reward due for his apprehension? Has he rejoined? Has a district route been applied for? This information will be called for from regiments in the United Kingdom by a memorandum from the Adjutant-General of the Forces, to whom the reply is to be sent *direct*. At foreign stations General officers commanding will call for such information as they may require for the disposal of the case, on receipt of the form of commitment from the magistrate, but to avoid delay commanding officers, when notice of the commitment is received by them direct, may at once report to the General officer commanding. The procedure to be observed by a commanding officer in the case of a suspected deserter from his corps being remanded or committed by the civil power, is detailed in para. 131 of this section.

Regimental reports on committed deserters, and procedure.

When a committed deserter is not claimed for service as a soldier, a protecting certificate (Army Form B, 129) will be issued by the Adjutant-General, or at foreign stations by the General officer commanding, subject to the discretion allowed by the following paragraph.

Use of protecting certificate.

121. At foreign stations when there is no doubt as to the identity of the prisoner, the soldier should be removed as soon as possible to his corps, if serving at the station, and there dealt with for his offence; but if, where a convicted deserter has been committed on his own confession, the confession is false, and evidence to prove the falsity is available, he should not be removed from prison, but be proceeded against under Section 152 of the Army Act, 1881. Where the confession appears to be true, but no sufficient evidence is immediately available, the General officer commanding may, at his discretion (1) order the man to serve as a soldier with some corps at the station, until evidence can be obtained; or (2) send him to his corps as a prisoner; or (3) if the person is unfit for service as a soldier, or for any other cause it is undesirable to retain him as a soldier, furnish him with a protecting certificate (Army Form B 129), and discharge him from custody. But in this case the decision must be arrived at either before the person committed is taken over into military custody, or at the latest before he performs military duty as a soldier. A medical examination should therefore, when possible, be made before receiving over the prisoner in order that the officer in command may be fully informed of the case.

Special instructions for disposal of deserters at foreign stations.

If a soldier committed as a deserter at a foreign station cannot conveniently be taken over into military custody by

Committed deserters not taken over.

Appendix No. IV.--Section VI. Discipline.

DESERTION, ETC.—*continued.*

reason of the distance of the place of committal from a military station, or when the committal has been ordered on the soldier's confession, by reason of the delay that must necessarily take place in procuring evidence of the truth or falsehood of the confession, the general officer commanding may take steps to cause him to be discharged from custody without a protecting certificate, and consequently without prejudice to his subsequent apprehension.

122. When a soldier, while serving, either confesses or is discovered to have entered the service while belonging to or after having been discharged from Her Majesty's service, under the circumstances hereinafter described, the officer commanding the corps in which the soldier is serving will, after recording in Army Form B 123, the prescribed particulars of his present service, forward it (with a view to the details of his former service and names of witnesses as to identification being obtained) in the following manner:—

If the former service was—

- | | |
|--|--|
| Cavalry and
Infantry.

R. A., R. E.,
A. S. C.
(Commissariat
and Trans-
port), and
A. H. C.

Other
Regular
Forces.

Indian
Forces.

Army
Reserve. | (a.) In the Cavalry or Infantry, to the officer commanding the corps or dépôt.

(b.) In the Royal Artillery or Royal Engineers, Army Service Corps (Commissariat and Transport), or Army Hospital Corps, to the Deputy Adjutant-General, Royal Artillery or Royal Engineers, or Commissary-General, at head-quarters, or Director-General, Army Medical Department, Whitehall.

(c.) In any other portion of Her Majesty's Regular Forces, including the Royal Marines (Her Majesty's Indian Forces excepted), in the Royal Navy and Royal Naval Reserve, to the Adjutant-General of the Forces, who will obtain the necessary information and issue such instructions as may be required.

(d.) In Her Majesty's Indian Forces, to the proper authority in India.

(e.) If the soldier had passed into the Army Reserve, to the pension pay-district; or, if that is unknown, as in (a), (b), or (c). |
|--|--|

Completion of return. An officer receiving Army Form B 123, after filling in the required particulars and adding any observations he may desire to make, will sign the form and return it to the officer from whom he received it.

123. The officer commanding the soldier's present corps, on completion of the necessary evidence, will (except in the case of a militiaman) submit the case through the General officer commanding for decision as follows:—

- (1.) If at the time of his last enlistment the soldier belonged to the Regular forces (except Royal Marines)—
At home stations: to the Adjutant-General of the Forces, unless both corps concerned belong to the

Submission for decision if formerly belonging to the Regular Forces.

DESERTION, ETC.—*continued.*

Cavalry or Infantry, and are serving in the same command, in which circumstances the General officer commanding will dispose of the case under his own orders, deciding in which corps the man shall serve.*

At foreign stations: when both corps, or portions of both corps, are serving in the same command, the General officer commanding will decide as to the corps in which the soldier is to serve. If no portion of the former corps is serving at the station, the soldier will be retained in his present corps.

- (2.) If the soldier belonged to the Royal Navy, Royal Marines, or Royal Naval Reserve, he will, in all cases, be retained for service in his present corps, unless orders to the contrary have been received from the Adjutant-General of the Forces. Navy and
Marines.

- (3.) If the soldier belonged to the Army Reserve— Army
Reserve.

At home stations: the General officer commanding will deal with the case under Section 33, and not under Section 13, of the Army Act, 1881. In exceptional cases application may, however, be made to head-quarters for authority to dispose of the offence without trial. Whether punished or not, the man will be relegated to the Army Reserve, unless in cases where the service in the Reserve has expired, or nearly expired, when reference will be made to head-quarters, with a view to its being decided if the man shall be held to army service on his last attestation.

At foreign stations: after disposing of the case on its merits, the General officer commanding will, in all cases, direct the man to be retained for service in his present corps on his last attestation.

In all cases, both at home and abroad, a report of the disposal of the case, giving full particulars of the class and section to which the man belonged, the regiment in which he served previous to transfer to the Reserve, the date of re-entry into the service, and the date of his being relegated to the Reserve, or held to Army Service, will be made by the Commanding officer of the corps in which the man has been serving to the pension pay district from which the man deserted. Report to
pension
district.
If the man does not desire to return to his

* If either corps concerned is serving abroad, and its dépôt is situated within the same command as the other corps, or if both corps are abroad, and both dépôts are in the same command, the exception will apply.

Appendix No. IV.—Section VI. Discipline.

DESEPTION, ETC.—continued.

former pension district he may be relegated to the Reserve in a different district, in which case the above information will also be sent to that district.

To the prison.

When a man of the Army Reserve is sentenced to imprisonment, and at the expiration of the sentence is to be relegated to the Reserve, the Commanding Officer will inform the governor of the prison to which he is committed of the regiment in which he served previous to transfer to the Reserve, and the pension district from which he deserted.

Militia.

- (4.) If the soldier belonged to the Militia, and the officer commanding the Militia regiment has furnished the prescribed certificate (*see* para. 129 of this Section), the officer commanding the man's present corps will dispose of the case by an order under para. 128. If the soldier was a member of the permanent staff he will be dealt with as if he formerly belonged to the Regular Forces.

If previously discharged as bad character,

- (5.) If the soldier has been previously discharged as a bad character, and comes under the conditions of section 32 of the Army Act, 1881, the General officer commanding will deal with the case as provided for in para. 69. Where the offender has been tried by court-martial, and the sentence has not included discharge with ignominy General officers will, if they consider it inexpedient that the soldier should be permitted to remain in his corps, refer the case with a recommendation for summary removal from the service.

If re-entered under other conditions.

- (6.) If the soldier has improperly re-entered the Army under any conditions other than those mentioned in (5), General officers commanding will direct the disposal of the case on its merits under section 33 or section 99 of the Army Act, 1881. Where the soldier's discharge is to be effected in consequence of his offence, the case should, as a general rule, be dealt with by the civil power instead of by court-martial, if such a course can conveniently be adopted without expense to the public.

Proceedings for false answer not provided for in s. 123. (6.)

124. When proceedings are directed to be taken against a soldier for making a false answer on attestation (other than in relation to any former service or discharge) he should be dealt with by court-martial if he is to be retained in the service; but if ordered to be discharged, the rule prescribed in para. 123(6.) will be followed.

Attestation on which to serve.

125. When a soldier is held to serve in his present corps, he will serve on his last attestation. If he is relegated to his former corps he will, as a general rule, serve on his former attestation;

DESERTION, ETC.—*continued.*

but if it is thought desirable that he should be held to the conditions of his last attestation, the case should be referred to headquarters, with a view to his being transferred from his present corps to his former corps.

126. As a general rule, a soldier who has fraudulently enlisted will be tried in his present corps, and arraigned as belonging thereto, and the necessary evidence will be obtained from his former corps.

In which
corps to be
tried.

127. When it is decided that such soldier shall be relegated to his former corps after punishment, the officer commanding the corps in which he is serving will forward his transfer documents, as detailed in section 19, para. 86, and communicate the result of the trial and all necessary particulars as to place of confinement and expiration of imprisonment to the officer commanding the former corps, who will arrange for the due removal of the man from prison. The transfer to the former corps will take effect from the date of committal.

Transfer to
former corps.

128. When a militiaman is found to be serving in the Regular Forces, without having previously obtained a release from his militia engagements, and is retained for service in the Army, he is to be required to make good, as compensation for the loss occasioned by his offence, the amounts laid down in the Royal Warrant relating to Pay, &c. (Army Regulations, Vol. I.)

Soldiers discovered while
serving to belong to the
Militia.

129. The officer commanding the militia regiment will furnish the officer commanding the corps in which the man is serving with a duplicate of his militia attestation, and the following certificate:—

Certificate as
to release.

*I hereby certify that Regimental No.
a Militia [Reserve] man, has not been released from his engagement
to serve in the . He is liable to repay the
sum of * as compensation for the loss occasioned by his enlistment into
the Regular Forces. I have no objection to his being retained to
serve in Her Majesty's Army. He was [not] subject to military law
at the time of his enlistment into the Regular Forces.*

* Here insert £1 or £2, as the case may be.

Commanding

Militia.

130. In all cases in which there is no objection to the retention of the man in the army, the commanding officer is empowered to dispose of the case without punishment, and the required stoppages will be imposed as directed in clause (4) of para. 123 of this section. The soldier will thereafter be treated in respect of his service under his army attestation as if at the time of his enlistment into the Regular Forces he had been duly released from his Militia engagement.

Trial may be
dispensed
with.

Appendix No. IV.—Section VI.

Discipline.

DESERTION, ETC.—*continued.*

Escorts for
deserters.

131. The following regulations will be observed at home stations in respect of escorts despatched for deserters, and a similar procedure will be followed as nearly as circumstances admit at foreign stations:—

I. Whenever a notification is received from the civil authorities that a person, apprehended on suspicion of being a deserter, has been remanded by a magistrate, and that evidence as to identification is required, commanding officers will, in cases where witnesses are forthcoming and serving with the corps, immediately apply to the officer commanding the district for a route, and on its receipt despatch them, if possible composing a suitable escort, to bring the prisoner back should he be identified. Care must be taken that the despatch of the escort is so timed as to admit of their attendance at the court at the date and hour fixed for the re-hearing of the case. They should be instructed before departure as to these particulars, and that they are not to present themselves at the court on any earlier date.

II. In cases where identification is necessary, but it appears to commanding officers doubtful if the deserter should be conveyed to the regimental head-quarters, they will make an immediate report to the Adjutant-General of the Forces with a view to such special instructions being given as may appear necessary.

III. An escort which includes a witness capable of identifying a deserter will not take over into custody a person who is not identified as the deserter in question. If the person has not yet been committed, and it appears to the witness that the person has made a false confession, the fact should be stated to the magistrate with a view to the conviction and punishment of the person under section 152 of the Army Act, 1881. If the person has already been committed, the commander of the escort will report the circumstance to the governor of the gaol and to the nearest military authority with a view to the necessary action being taken for the prosecution of the offender by the police.

An escort sent for a deserter should, as far as possible, consist of soldiers capable of identifying the deserter.

Dispensation
from trial for
desertion or
fraudulent
enlistment.

132. When a soldier has been committed as a *deserter* under the Army Act, 1881, section 154, and has signed the confession contained in the form of committal to the effect that he is a deserter, or when a soldier while serving has signed a confession that he has been guilty of fraudulent enlistment (section 13 of the Act), and it is not considered desirable that the soldier should be tried for his offence, application will be made to one of the competent military authorities named in section 73 of the Act, who may, at his discretion, dispense with the soldier's trial by court-martial for his offence of desertion or fraudulent enlistment, and make an order as to forfeitures. A copy of the

Discipline.

Appendix No. IV.—Section VI.

DESERTION, ETC.—*continued.*

commitment or the confession should accompany the application, and whenever possible, evidence as to the truth or falsehood of the confession should have been previously obtained. Where a soldier has not signed a confession before a magistrate, the following forms may be used :—

Form of Confession of Desertion.

I [Here insert name] do hereby confess
that I am No. , of the corps, and that
I deserted from that corps on [any other particulars
to be added]. Signed this day of (Signature of soldier.)
(Signature of commanding officer.)

Forms of confession of desertion and fraudulent enlistment.

NOTE.—Where the soldier confesses to more than one offence of desertion the form may be varied to suit the case.

Form of Confession of Fraudulent Enlistment.

I , now being No. , of the
corps, do hereby confess that I was No. in the
corps, that I absented myself from that corps on
, and that I fraudulently enlisted in the Regular
Forces on the day of at
Signed this day of (Signature of soldier.)
(Signature of commanding officer.)

NOTE.—Where the soldier confesses to more than one offence of fraudulent enlistment the form may be varied to suit the case. If the confession includes both desertion and fraudulent enlistment both the above forms may be combined in one form of confession.

133. If the application for dispensing with trial in case of desertion or fraudulent enlistment is approved the following form of order (Army Form A. 46) should be used :—

Form of order dispensing with trial.

As it appears from [the annexed confession or the annexed descriptive return] that private A.B., No. of
has signed a confession of having been guilty of desertion [*or fraudulent enlistment] thereby dispenses with the
trial of the said soldier with effect from [this date or the
day of], and orders that instead of being tried by a
court-martial he shall suffer the same forfeitures and the same
deductions from pay (if any) as if he had been convicted by a
district court-martial of the said offence (with the exception
that [Here insert any forfeitures or deductions which he is not to
suffer]).

* Where the confession includes both offences the form may be varied to suit the case.

† The Field-Marshal Commanding-in-Chief, the Adjutant-General, or, in the case of India, the Commander-in-Chief of the Forces in India, or of any Presidency in India, in a colony, or elsewhere, the General officer commanding the forces.

DESERTION, ETC.—*continued*.

(2.) And also hereby further orders that he shall suffer deductions from his pay—

(a.) Until he has made good the value of the deficiency in his arms, ammunition, equipments, instruments, regimental necessaries, and clothing at the time at which his absence from his corps began;

(b.) Also until he has made good the value of the free kit obtained by him on his re-enlistment;

(3.) The actual period of absence and the actual sum sufficient to make good the above compensation will be ascertained by his present commanding officer; and no greater deduction from pay shall be made from the pay of the above-named soldier than is sufficient to make good the sum so ascertained.

Signed this day of

By order,
A.B.

Penalties
incurred.

134. The forfeitures and deductions from pay which the soldier will suffer under the order that he shall suffer the same forfeitures and deductions as if he had been convicted by court-martial will be:—

(1.) Forfeiture of all his service towards discharge prior to date of order (sec. 79 of the Army Act, 1881), subject, in the case of old soldiers, to the exceptions detailed in sec. 192 of the Act.

(2.) Forfeiture of any service towards pension, good conduct badge and pay, or deferred pay, which under Royal Warrant he forfeits *ipso facto* on conviction by court-martial of desertion or fraudulent enlistment;

(3.) His ordinary pay for every day of absence, and also for every day while he is in confinement awaiting the order dispensing with the trial.

Any further deductions from pay which are not prescribed by Royal Warrant to be consequential on a conviction, will depend upon any award made by the order dispensing with the trial as in para. 2 of the above form.

Confession to
be preserved
with record
of service.

135. The soldier's confession and the order dispensing with trial, or copies thereof, will be preserved with the record of service, and an entry of the order dispensing with trial will be made in the court-martial and defaulter's books, as if the soldier had been convicted by court-martial of his offence.

Special cha-
racter of
dispensation
from trial.

136. The distinction between dispensation from trial under sec. 73 of the Army Act, 1881, and the ordinary dispensing with trial must be carefully observed. Any officer, having power to dispose of a case may, except where reference to higher authority is specially enjoined, dispense with a trial by court-martial, either by dismissing the charge, or by ordering it to be disposed of summarily, or, if he is the prisoner's commanding officer, by so disposing of it himself; but if the offence

DISPOSAL OF PRISONERS—*continued.*

is desertion or fraudulent enlistment, and it is desired that the offender shall suffer any penalties to which he might have been subjected, if tried, the trial can alone be dispensed with, and the penalties ordered by one of the competent military authorities named in sec. 73 of the Act, and dispensation under that section can only be ordered if the soldier has signed a confession of his offence.

V.—DISPOSAL OF PRISONERS.

137. The forms for the commitment and removal and discharge of soldiers sentenced by court-martial to penal servitude and imprisonment, and awarded imprisonment by order of a commanding officer, are annexed to the *Rules of Procedure, 1881, and will be referred to in these regulations by the letters they bear in those rules. They are also issued as Army Forms, the numbers of which will be found in the list of forms detailed in para. 181 of this section. Forms.

138. The powers and functions of the several authorities named in respect of the committal, removal, and discharge of military convicts and military prisoners are defined in the Army Act, 1881, secs. 59 to 67. In giving effect to the provisions of the Act, the following regulations will be observed. Powers of authorities.

139. For the purposes of the execution of sentences of penal servitude and imprisonment passed under the Army Act, 1881, and of prisons, the Channel Islands and the Isle of Man are deemed to be colonies. Channel Islands and Isle of Man deemed to be colonies.

Military Convicts.

140. A soldier sentenced to penal servitude (termed in the Army Act, 1881, a military convict) will undergo his sentence in the United Kingdom. A military convict sentenced in the United Kingdom will be committed to some public civil prison named by the General officer commanding the district, and the order of commitment (Form A) will be signed by the commanding officer of the convict unless he receives a committal signed by some superior authority. After the military convict is received into the public civil prison he will be dealt with under the orders of the Secretary of State for the Home Department. Commitment to prison in the United Kingdom.

141. A military convict sentenced in India or a colony or a foreign country to penal servitude will be committed to undergo his sentence in a prison in the United Kingdom. The order of commitment (Form B) will be signed in India by a Commander-in-Chief or an Adjutant-General, and in a colony or foreign country by the officer commanding the forces. Commitment at foreign stations to prison in the United Kingdom.

142. General officers will, in communication with the local governments when necessary, make such arrangements and give Intermediate custody

* *Vide rule 138 B. These forms have legal effect in any place from the date on which the Regulation of the Forces Act, 1881, comes into force in that place.*

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Discipline.

DISPOSAL OF PRISONERS—*continued.*

such orders as may be required for the proper confinement and custody of military convicts until they can be removed to the United Kingdom and during removal. Forms of the various orders which may be legally given from time to time are contained in Form B.

Transfer to public civil prison in the United Kingdom.

143. On the arrival of a military convict from abroad, the General officer commanding the district in which the port of disembarkation is situate, will cause him to be removed to a public civil prison in pursuance of the commitment under which the convict has been sent home. The convict will thereafter be dealt with under the orders of the Home Secretary.

Military convict sentenced in a foreign country.

144. A military convict sentenced in a foreign country will usually be dealt with as if he had been sentenced in that part of Her Majesty's dominions into which he is first brought.

*Military Prisoners.***Commitments to Prison.**

Commitment to prison in any portion of Her Majesty's dominions.

145. A soldier sentenced to imprisonment (termed in the Army Act, 1881, a military prisoner) will be committed to a public prison, that is either a civil prison, or a military prison, named by the General officer commanding the district or station, unless the term of imprisonment to be undergone does not exceed forty-two days (or the limit prescribed from time to time for sentences to be passed in provost prisons), in which case the imprisonment may, if the General officer thinks expedient, be inflicted in a provost prison. A military prisoner whose sentence exceeds forty-two days (or the limit as aforesaid) may be committed to a provost prison as a temporary measure pending commitment to a public prison.

Committal of soldiers for discharge.

146. A military prisoner who is not to rejoin the service at the termination of his imprisonment will be dealt with as follows:—

- a. If convicted of an offence of an immoral, dishonest, shameful, or criminal character—by committal to civil gaol.
- b. If convicted of an offence constituting a breach of discipline only—in the same manner as if he were to rejoin for duty at the termination of his imprisonment.

Form of committal.

147. The order of commitment to a public prison (Form C) will be signed by the prisoner's commanding officer, unless he receives a committal signed by some superior authority. The order of commitment to a provost prison (Form E) will be signed by the prisoner's commanding officer, and when a prisoner who is temporarily confined in a provost prison is transferred to a public prison a fresh committal (in Form C) must be sent with him for his admission into a public prison.

Discipline.

Appendix No. IV.—Section VI.

DISPOSAL OF PRISONERS (*commitments*)—*continued*.

148. At foreign stations where there is a military prison, military prisoners will not be committed to, or if committed, retained in the civil prison, if there is room in the military prison, unless authority for the purpose is given by a Secretary of State.

Prisoners at foreign stations to be committed to military prisons.

149. Military prisoners in India or a colony will not be committed to civil prisons not authorised by a Secretary of State, unless temporarily in case of emergency. Information respecting the authorisation of prisons will be conveyed to the civil and military authorities at foreign stations.

Civil prisons abroad must be authorised.

150. If a sentence passed in India or a colony exceeds twelve months, and the offender is not, for special reasons, to undergo his sentence in India or a colony, he must, whether committed to a prison abroad or not, be transferred as soon as practicable, to a prison in the United Kingdom. The order for the transfer (Form D) will be signed by a Commander-in-Chief or Adjutant-General in India, or by the officer commanding the forces in the colony, but before ordering the transfer the General officer in command will consider whether it is desirable to reduce the sentence to twelve months by remission in order to avoid the transfer. When military prisoners are sent to the United Kingdom to undergo imprisonment, General officers will make the necessary arrangements for the custody of the prisoners during transit, as in the case of the intermediate custody of military convicts. Forms of orders which may be legally made are contained in Form D.

Prisoners in certain cases to be sent to the United Kingdom.

151. On the arrival of a military prisoner at a port in the United Kingdom, the General officer commanding the district in which that port is situate, will provide for the immediate removal of the prisoner to some prison to which he might have been committed if he had been sentenced in the United Kingdom. The order under which the prisoner is removed to the United Kingdom (Form D) must be completed by an order of the General officer commanding the district committing the prisoner to a public prison, civil or military.

Committal of prisoner on arrival in the United Kingdom.

152. A military prisoner sentenced in a foreign country will usually be dealt with as if he had been sentenced in that part of Her Majesty's dominions into which he is first brought.

Sentence passed in foreign country.

153. Every commitment to a civil, or military, or provost prison, is to be accompanied by a medical certificate of the state of health of the prisoner. When the medical officer considers the offender unfit for the ordinary hard labour of the prison, he is to state the grounds on which his opinion is based.

Medical certificate to accompany commitment.

When a prisoner is committed to a military prison his medical history sheet will be sent with him. The commanding officer of the prisoner will, for this purpose, obtain the document from the medical officer in whose custody it is, furnishing a receipt for the same. On the soldier's release from prison the

Medical history sheet to be sent to military prison.

DISPOSAL OF PRISONERS (*removal*)—*continued*.

medical history sheet will be returned to the commanding officer, who will send it back to the medical officer.

Temporary detention of military prisoner in lock-up, police station, &c.

154. A military prisoner may, by an order signed by his commanding officer, in Form L, be committed for temporary detention, not exceeding seven days, to any prison, police station, lock-up, or other place of confinement, in which prisoners may legally be confined. This order may be made at any time in case of necessity, but will be required chiefly when in billets, or on the line of march.

Removal of Military Prisoners.

Prisoners in public prisons in the United Kingdom not to be removed on change of station of corps.

155. When corps are moved from one place to another in the United Kingdom, prisoners undergoing sentence in public prisons, civil, or military, will, as a rule, remain there until the termination of their sentence, and the same rule will apply in the case of corps moved from the United Kingdom abroad, unless permission is received for the prisoners to accompany their corps under paragraphs 158 and 159 of this section.

When prisoners may be removed from a public prison.

156. A military prisoner undergoing his sentence in a public prison in the United Kingdom, may be removed from prison by the military authorities in the following cases:—(1) for the purpose of bringing him before a court, military or civil, either for trial, or as a witness or otherwise; and (2) for embarkation for service abroad. A military prisoner whose discharge is ordered while he is undergoing a sentence of imprisonment in a military prison in the United Kingdom may, if he has been convicted of an offence specified in para. 146 (*a.*), be removed if desirable to a civil gaol, under instructions which should be applied for to head-quarters.

Removal of prisoner to be brought before a court.

157. An order for the removal of a prisoner from a public prison in or out of the United Kingdom, for the purpose of being brought before a court-martial or civil court, will be made (in Form I) by the General or other officer commanding the district, or station, in which the prison is situate. The escort who remove him under the order will obtain from the governor of the gaol the original order of commitment, and will return it to the governor of the gaol to which the prisoner is returned. If he is returned to a different prison, the officer commanding the district or station where the prisoner is at the time of the return, will make an order for the return to that prison (in Form I), which will be delivered with the original order of commitment to the governor. In the United Kingdom authority should be obtained from head-quarters before an order is made for the removal of a prisoner from a civil prison.

Prisoners in the United Kingdom removed for embarkation.

158. When it is desirable to remove prisoners confined in public prisons, civil or military, for the purpose of embarking for foreign service, application is to be made to the Adjutant-General, on Army Form B. 277, through the General officer commanding the district, giving full particulars in each man's

DISPOSAL OF PRISONERS (*removal*)—*continued*.

case. The application is to be forwarded in sufficient time to allow of the necessary arrangements being carried out for such removal. These soldiers are to be treated as prisoners until the sailing of the vessel in which they embark, unless the term of imprisonment expires on an earlier date. Directions for the removal of a prisoner under these circumstances, will be issued by the Adjutant-General, or the Commander of the Forces in Ireland, and if the prisoner is confined in a public prison the order for the removal will be communicated to the governor of the prison from head-quarters. In the case of military prisons the order may be made (in Form J), in pursuance of directions from head-quarters by the officer commanding the district, but will ordinarily be arranged by special instructions from head-quarters. In case of a soldier confined in a public prison under award of his commanding officer, the commanding officer may, in case of necessity, and on obtaining the above directions, make the order.

159. If the removal of a military prisoner from any public prison to any other public prison in the United Kingdom is desired for any other special reason, application for permission to make the order should be made to the Adjutant-General or to the Commander of the Forces in Ireland. The order will be made in Form K.

Removal for
other special
reason.

160. Soldiers who commit offences shortly before embarkation for foreign service, and who are sentenced to imprisonment, either by a court-martial or by summary award of their commanding officer, may be sent as prisoners to the port of embarkation, and will be treated as prisoners on board the ship until the expiration of their sentences. In special cases other prisoners may be embarked on these conditions, under orders from head-quarters. General officers commanding districts will send to the officer commanding at the port of embarkation a nominal list of all such prisoners whom it is considered desirable not to release on the sailing of the vessel. In cases of emergency, this information may be sent direct by commanding officers. Should the officer superintending the embarkation ascertain or be informed that the number of prisoners so embarked is greater than can be accommodated, the officer commanding at the port of embarkation will use his discretion in directing the release of a sufficient number of them, the cases for remission being selected by him. The officer commanding the troops on board will, as a general rule, release all court-martial prisoners on disembarkation at any foreign station. If necessary, they may be disembarked as prisoners and kept in the guard room, but they must not, under any circumstances, be recommitted to a public prison under their former sentence.

Embarkation
of prisoners
not to be
released on
sailing.

161. When a corps is moved from abroad to the United Kingdom, the prisoners will accompany their corps to the United Kingdom, and when a corps is moved from one foreign station to another, the prisoners will also, as a rule, be moved, so as to

Removal of
prisoners on a
corps quitting
a foreign
station.

DISPOSAL OF PRISONERS—*continued.*

accompany their corps; but when the change of station will not admit of the prisoners being recommitted to a public prison on arrival of the corps at its destination, according to the regulations prescribed in the Rules of Procedure, 1881, the General officer in command will decide, in the case of each prisoner, whether he is to accompany his corps, or to complete his sentence and follow his regiment.

Prisoners for
discharge.

162. Prisoners ordered to be discharged from the service will not, as a rule, accompany their corps on change of station abroad.

Order for
removal
abroad.

163. When the removal of a prisoner from a public prison, under the operation of para. 161, is sanctioned by the General officer commanding at the station, the order will be made in Form J, or in Form K, as the case may be, and signed by an authority competent to make the order. The officers thus authorised are detailed in the form. In every case of removal, care is to be taken that the order is transmitted or delivered in such a manner as to enable the governor of the prison to determine the authenticity of the order, and notification of the intended removal should, whenever practicable, be made to the governor before the arrival of the escort at the prison.

Removal from
one public
prison to
another
abroad.

164. A prisoner may be removed from any public prison out of the United Kingdom to any other public prison as often as occasion may arise, provided the removal is sanctioned by the Rules of Procedure. Form K will be used.

Removal of
prisoners in
provost
prisons on
change of
station.

165. When regiments move from one station to another, either at home or abroad, the prisoners confined in provost prisons are to be taken with them (in cases of mounted corps, with the dismounted detachments), and re-committed to the provost prison at the new station. The removal from the provost prison will be effected by an order signed by the commanding officer (in Form H), under the conditions laid down in para. 169 of this section.

Remission of Imprisonment.

Remission of
imprisonment
to be notified
to gaolers.

166. When any portion of the sentence of imprisonment which a military prisoner is undergoing is remitted by a competent authority under Section 57 of the Army Act, 1881, other than Her Majesty or the Commander-in-Chief, notice of the remission will be sent to the General or other officer commanding the district or station in which the prison is situate, and if the prisoner is in a public prison, the above officer will make the necessary communication to the governor of the prison. If the prisoner is in a provost prison, notice of the remission will be given to the provost sergeant or other person in charge of the prison by the officer commanding at the station. In remitting sentences of imprisonment care must be taken that the order is so worded as to admit of the discharge of the prisoner from confinement taking place on the

Wording of
order of
remission.

Discipline.**Appendix No. IV.—Section VI.****DISPOSAL OF PRISONERS (*discharge*)—*continued*.**

expiration of the reduced term of imprisonment. When remission is ordered by Her Majesty or the Commander-in-Chief, the necessary arrangements will be made at head-quarters.

Discharge from Prison.

167. An order for the discharge of a military prisoner confined in a public prison will not be required unless the release of a prisoner from prison is desired before the termination of the sentence which he has to undergo. It is to be observed that a soldier discharged from a public prison cannot be received over into military custody under the sentence which he has been undergoing.

Discharge
from prison.

168. The General or other officer commanding a district in the United Kingdom or at a military station abroad may, by an order signed by him (Form G), cause a military prisoner to be discharged from a public prison, but the order should not be made excepting in case of necessity, where the immediate liberation of the prisoner is required. The order should state the necessity of the case, and care is to be taken that it is transmitted or delivered in such a manner as to enable the governor of the prison to determine the authenticity of the order.

Of prisoner in
public prison.

169. When a military prisoner is undergoing imprisonment under award of his commanding officer in a provost prison, the commanding officer of that prisoner may, by an order signed by him (in Form H) cause the prisoner to be discharged from prison before the expiration of the award, but he must not make the order if the prisoner is confined in a public prison, civil or military.

Of prisoner in
provost
prison under
award of
commanding
officer.

A prisoner discharged from a provost prison under this order may be released from further confinement, or may be kept in confinement in the guard room until the expiration of term of imprisonment awarded, as may be ordered by the commanding officer. If released, the discharge will be held to include remission of the unexpired portion of the imprisonment. If the discharge is made for the purpose of removal with his corps, or for embarkation, the prisoner will be received into custody of an escort.

170. Soldiers released from provost or other prisons at any hour shall be confined to barracks and be exempted from duty for the remainder of the day. Whenever an exceptional case occurs of a man being placed on duty on the day of his release, a special report of the same is to be made to superior authority. With ordinary care such a case should never occur.

Soldiers not to
do duty on
day of release.

Escorts.

171. Prisoners will, as a rule, be conducted to their place of imprisonment under charge of escort-warders, and dressed in prison clothing, which will be taken back by the warders to

Escort-
warders.

Appendix No. IV.—Section VI. Discipline.

DISPOSAL OF PRISONERS (*escorts*)—*continued*.

Military
escorts.

their respective stations. In no case shall fewer than two escort-warders be employed to conduct military prisoners to prison, nor shall a greater number than eight prisoners be conducted by them at one time. Applications for military escorts should only be made when escort-warders are not available. Prisoners under charge of military escorts will wear military uniform, which will be taken back by the escort if the regulations of the prison do not admit of its being kept at the prisons.

Clothing of
prisoners.

172. The escorts who conduct prisoners to civil prisons for discharge at the termination of their imprisonment, will take back with them the regimental tunics, caps, and trowsers of such prisoners, plain clothes being furnished by the governor of the gaol to these men on their release.

Conveyance.

173. Covered conveyance for prisoners proceeding under charge of escort-warders to prison must in all cases be provided. Ambulance wagons belonging to the Commissariat and Transport Corps should be employed when available for this service, otherwise the required conveyance may be hired. The money required for conveying prisoners to prison will be advanced by district paymasters, and the amount entered on the "route." Non-commissioned officers sent to receive prisoners on release will, in like manner, be provided with conveyance from railway stations in London, should the same be rendered necessary owing to their having to carry regimental clothing for such prisoners. Out of London this clothing must be carried to the railway station by fatigue parties.

Time of
arrival of
prisoners.

174. When soldiers are committed to civil gaols they are to be sent so as to arrive at the prison before 10 o'clock p.m. Prisoners sent under escort to military prisons are not to arrive later than 6 o'clock p.m.

Strength of
escorts.

175. The detachment for the escort of a prisoner is, as a general rule, to consist of one corporal and one private. When parties of two or more prisoners are to be removed from one station to another by railway or other conveyance, the number of privates to form the escort need not in ordinary cases exceed half the number of prisoners. Escorts, on arrival in London, should report themselves to the Garrison Sergeant-Major at St. George's Barracks, Trafalgar Square.

Escorts pass-
ing through
London.

176. When the route of an escort lies through the metropolis, the escort will, when practicable, proceed on to its final destination. In order to expedite the transit between stations, the Metropolitan Railway may be used. When, however, halting for the night in London is unavoidable, the prisoners are to be lodged in the House of Detention in Clerkenwell. The escort, after delivering over the prisoner, is to proceed to St. George's Barracks; and the non-commissioned officer in charge will then report himself to the Garrison Sergeant-Major.

Discipline.

Appendix No. IV.—Section VI.

DISPOSAL OF PRISONERS (*forms*)—*continued*.

177. Escorts are answerable for the safety of prisoners entrusted to their charge. All prisoners are to be handcuffed, and for this purpose the escort is to be provided with handcuffs from the regimental stores.

Safe custody
of prisoners.

178. A non-commissioned officer will be sent under district route where necessary to receive over every prisoner on the termination of his imprisonment, and will take with him a suit of uniform belonging to the prisoner. Should the prisoner's uniform not be in possession of the corps furnishing the conducting non-commissioned officer, a spare suit will be provided, to be worn by the soldier on his journey back, and commanding officers will be held responsible for this regulation being duly observed. Unless otherwise ordered the corps which a released prisoner is to join on discharge from prison, will furnish the non-commissioned officer to conduct him to his corps.

Non-com-
missioned
officer to
receive
prisoners on
termination of
sentence.

179. A non-commissioned officer ordered to proceed to a prison to receive prisoners, and directed to call at intermediate stations for additional suits of uniform, will be allowed to deposit in the cloak-room of the railway station at which he alights, the clothing already in his possession. The non-commissioned officer will then proceed on foot to obtain the additional clothing, which will be carried to the railway station by a fatigue party.

When calling
at inter-
mediate
stations.

180. Non-commissioned officers sent to receive soldiers from military custody in another corps should be provided with money to refund the cost of their subsistence while in barracks or in a guard-room.

N.-C.-O.
receiving
soldiers from
another
corps.

Forms of Orders.

181. The following forms of orders are referred to in this section :—

Forms of
commitment,
&c.

Form A (Army Form C. 383).—Form of order for commitment to prison of military convict sentenced in the United Kingdom to penal servitude.

Form B (Army Form C. 384).—Form of order for commitment to prison of military convict sentenced in India, or a colony, or a foreign country, to penal servitude.

Form C (Army Form C. 385).—Form of order for commitment to prison, military or civil, of military prisoners sentenced either in or out of the United Kingdom to imprisonment.

Form D (Army Form C. 386).—Form of order respecting imprisonment under sentence passed out of the United Kingdom and to be undergone in the United Kingdom.

Appendix No. IV.—Section VI. Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—continued.

- Form E (Army Form C. 387).—Form of commitment to provost prison on conviction by court-martial.
- Form F (Army Form C. 388).—Form of commitment to provost prison on award of imprisonment by commanding officer.
- Form G (Army Form C. 389).—Order for discharge of prisoner.
- Form H (Army Form C. 390).—Form of discharging order in case of imprisonment in provost prison under the award of commanding officer.
- Form I (Army Form C. 391).—Order for removal of prisoner to be brought before a court.
- Form J (Army Form C. 392).—Order for removal of prisoner for embarkation.
- Form K (Army Form C. 393).—Order for removal of prisoner from one public prison to another.
- Form L (Army Form C. 396).—Form of order for temporary detention in prison or lock-up.

VI.—MILITARY PRISONS AND PROVOST ESTABLISHMENTS.**Military Prisons.**

Military
prisons.

182. All military prisons established under the provisions of the Army Act, 1881, at home and in the colonies, are under the immediate control of the "Inspector-General of Military Prisons," with whom General and other officers commanding will correspond direct on all subjects connected therewith. The orders for their interior management, as well as the duties of officers and others employed in them, are laid down in the "Rules for Military Prisons," issued with Army Circular dated 1st July, 1880. Military prisons are appointed for the punishment of soldiers sentenced to more than 42 days' imprisonment (or such limit as may from time to time be assigned for sentences to be passed in provost prison). Soldiers under shorter sentences may, however, be confined in them if it is so directed.

Provost Prisons—General Regulations.

Provost-
prisons.

183. Provost Prisons include garrison and regimental provost-prisons, and are intended for the confinement of soldiers summarily awarded imprisonment by authority of the commanding officer, and for carrying into effect the sentences of imprisonment by courts-martial, for periods not exceeding 42 days. Soldiers under longer sentences of courts-martial may also be committed to a provost-prison pending removal to a public prison, civil or military, if their commitment to a public prison cannot be immediately carried into effect. Provost-prisons

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—*continued.*

are under the control and supervision of General officers commanding, and will be managed according to the code of rules drawn up for the purpose, entitled, "Rules for the Management of Provost-Prisons." Soldiers confined in provost-prisons are in military custody.

Military
custody.

184. No cell is to be occupied until it shall have been certified by the Inspector-General of Military Prisons to be of such a size, and to be ventilated, warmed, and fitted up in such a manner as may be necessary for the health of the prisoners. The necessary sanction for the occupation of the cells to the extent certified will be communicated to the local authorities by the War Office, and commanding officers of corps are to be informed, on the arrival of troops at a station as to the cells which are in a fit state for occupation. Officers commanding stations will be careful to ascertain before permitting prisoners to be committed to provost-prisons that the foregoing regulations have been complied with.

Inspection of
cells in the
United King-
dom.

185. On foreign stations, the duty of ascertaining the state of the cells will devolve on a military staff-officer appointed by the General in command, assisted by an officer of the Royal Engineers. The fitness of the cells for occupation will be certified by the former officer to the officer commanding on the station, before they are occupied by prisoners.

At foreign
stations.

186. In order to ensure a stringent and uniform discipline being maintained in provost-prisons an effectual system of local inspection is necessary, and is to be carried out in the following manner :—

District
inspections of
provost-
prisons.

- a. General officers commanding will appoint one or more staff or field officers to inspect from time to time the provost-prisons in each district or garrison.
- b. This inspection should, as a rule, be made at least once a month and at uncertain times, at head-quarter stations. At out-stations, however, the inspection may be made quarterly, or even half-yearly, but in all local cases reports from commanding officers, stating how the prison discipline is kept up, should be required once a month.
- c. It is not desirable that the prisoners should ordinarily be withdrawn from their regular employment to be formed up for inspection on the occasion of these visits, as the inspecting officer should see them at their usual duties, and inform himself of the manner in which the routine of the prison is conducted.
- d. He should satisfy himself that the yard set apart for the punishment or exercise of prisoners is kept entirely for that purpose, and that the prisoners are not brought into contact with the family of the provost-sergeant or with soldiers not under punishment.
- e. An inspection-book will be kept at each prison, in which the inspecting officer will note his visits and any ob-

Appendix No. IV.—Section VI.

Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—*continued.*

- servations he wishes to make; and he will report specially to the General officer commanding on any point which it may be necessary to bring to his notice.
- Rules for committal.** **187.** Prisoners are invariably to be committed to and released from the provost-prison after the regular dinner hour, and before dark in the evening. The arms and ammunition of all prisoners, as also any money or superfluous article in possession of the soldier is to be taken from him before he is sent to prison, and restored to him upon his return to duty.
- Prisoners' uniform.** **188.** The tunic, one pair of trousers, and Glengarry cap of committed to garrison cells or provost-prisons are to be left in charge of the provost-sergeant for use on Sundays when the prisoners are marched to church. But this latter rule will not apply to London or the Curragh.
- Medical examination.** **189.** Prisoners, before their admission to provost-prisons are to be specially examined by a medical officer, who will furnish a certificate as to their state of health, and report any disability likely to prevent or interfere with the execution of the punishment awarded, or any part thereof.
- Prisoners to be sent for on expiration of sentence.** **190.** Commanding officers are to send to the cells for their prisoners at the expiration of the terms of their imprisonment; but should they fail to do so, the provost-sergeant is to send the men, under the charge of one of his assistants, to their corps, or to the corps to which they have been attached, so that no one shall, by any possibility, be detained in confinement beyond the prescribed period.

Garrison Provost Prisons.

- Garrison provost-prisons.** **191.** The garrison provost-prison will be under the immediate control and supervision of the officer commanding the station, and will be placed under the charge of a provost-sergeant, who will be a pensioner or other person specially appointed by the authority of the Secretary of State for War; if no such person has been appointed, a sergeant selected from the corps in garrison with a view to his fitness for the office will be appointed provost-sergeant.
- Visiting of the cells.** **192.** The garrison provost-prisons are to be inspected, and each prisoner visited daily, by an orderly officer of the garrison, and by a medical officer, who is to be named periodically in orders for that special duty. Daily reports of such inspections are to be made by the orderly-officer and by the medical officer to the officer commanding the garrison.
- Prison duties of provost-sergeant.** **193.** The garrison provost-sergeant is responsible for the regulations for the management of the prison being strictly observed, that the prisoners are properly subsisted, that they are kept in safe custody, that all complaints are brought to notice of the inspecting officer, and that the prisoners are duly released at the expiration of their sentences.
- Obligations to receive and** **194.** He is responsible for prisoners received by him being

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—*continued.*

duly committed by proper authority, but he is bound, without reference to other authority, to receive all such prisoners into his charge, to the extent of the accommodation available. He will also discharge prisoners before the expiration of their sentences when required to do so by competent authority, but he will be careful to observe that the discharge order bears the authentic signature of the proper officer.

release
prisoners.

195. The garrison provost-sergeant will make a daily report to the staff officer of the garrison of the number of vacant cells, and commanding officers will ascertain at the brigade or other staff office if there is room in the prison before requiring the provost-sergeant to take their prisoners in charge.

Available
accommoda-
tion to be
reported and
ascertained.

196. The provost-sergeant is to be allowed such a number of sergeants or corporals under him, as assistants, as may be deemed necessary, and a private soldier as cook.

Assistants.

197. The garrison provost-sergeant will perform such duties in the garrison as may be directed by the officer commanding. He will, subject to the orders of the garrison, visit canteens, repress all irregularities, and clear the barracks and other military premises of loose and disorderly characters. He will be careful at all times to avoid coming into personal collision with soldiers.

Duties in
garrison.

198. The garrison provost-sergeant will be assisted in his duties by such number of soldiers forming the garrison police as may be deemed necessary by the officer commanding according to the requirements of the garrison. The garrison provost-sergeant and the garrison police will be placed for the purposes of discipline under the charge of a staff officer of the station as commanding officer.

Garrison
Police.

Regimental Provost Prisons.

199. Regimental provost-prisons will be governed by the same rules as the garrison provost-prisons, but will be under the immediate control and supervision of the officer commanding the corps to which the prison is appropriated. The prison will be placed under the charge of the regimental provost-sergeant, who will be allowed such assistance as may be deemed necessary, and a private soldier as cook.

Regimental
provost-
prisons.

200. When the strength of a detachment is under two troops or companies the prison will be placed under the charge of the non-commissioned officer commanding the barrack guard, who will administer the discipline of the prisoners without remuneration. Care must be taken to keep the prisoners entirely apart from soldiers in detention in the prisoners' room and guard-room cells.

Provost-
sergeant, when
not allowed.

201. The regimental provost-prisons are to be inspected, and each prisoner visited daily by an orderly officer of the corps and by a medical officer, who will make their reports to the officer commanding the corps.

Visiting of
the cells.

Appendix No. IV.—Section VI.

Discipline.

MILITARY PRISONS AND PROVOST ESTABLISHMENTS—*continued.*

Prisoners of
other corps.

202. When it is necessary to imprison in a regimental provost-prison soldiers of corps not stationed in the garrison, such soldiers are to be attached to, and subsisted by the corps to which the prison is attached, while they are undergoing confinement, and until an opportunity offers after their release of forwarding them to their own corps.

Regimental
police.

203. The regimental provost-sergeant will be assisted in his duty of maintaining order and regularity in the lines of his corps by the regimental police, who will be placed under his superintendence. These men will be selected for their general steadiness. Their number will vary according to circumstances, but is never to exceed six; in ordinary cases three men in a closed barrack ought to suffice.

Duties of
provost-
sergeant and
regimental
police.

204. The duties of the regimental provost-sergeant and regimental police are similar to those of the garrison provost-sergeant and the garrison police, but will be confined generally to maintaining the order and regularity of their own barracks and corps. They will, however, have authority to interfere to quell all disturbances in the garrison, and may, if occasion arises, apprehend offenders of any corps.

N.B.—*Sections and paragraphs to be quoted, not pages.*

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THE QUEEN'S REGULATIONS AND ORDERS

FOR

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